

Right-of-Way (ROW) Utilization Permit Application

Email completed application to permittingexpress@orlando.gov

***Required Field**

*Date: _____

*Business/Establishment name: _____

*Business/Establishment address: _____

*Applicant name: _____ *Applicant email: _____

*Applicant phone number: _____

*Digital applicant name: _____ *Digital applicant email: _____

*Digital applicant phone number: _____

*Will alcoholic beverages be sold? Y N *BEV license #: _____

*Hours of operation: _____

*Number of tables: _____ *Number of chairs: _____ *Square footage: _____

Digital applicant is the individual responsible for uploading necessary information into the City of Orlando's digital plans submittal platform, ProjectDox. The Digital applicant may be the same or different individual from the project applicant.

ROW Utilization Permit Information

- A ROW Utilization Area - a use located on a public sidewalk or plaza associated with a legally permitted bar or nightclub to facilitate customer queuing; may contain tables and chairs and/or stanchions, railings or other approved barriers
- There is no fee associated with ROW Utilization permit
- ROW Utilization is revocable
- Outdoor speakers are not allowed in the ROW Utilization Area
- Any furnishings/stanchions/barriers **MUST** be removed from the ROW when the business is closed
- Any furniture (tables, chairs, umbrellas) will require additional review/permit by the Appearance Review Official

Submittal Requirements

- Scaled drawing of the proposed ROW Utilization Area, including plan for layout of tables, chairs, hostess stations, barriers, stanchions, umbrellas, utility stations and any other features of the ROW Utilization Area; drawings must include measurements to nearest property lines, including curb lines and boundaries of ROW
- Proof of insurance - minimum insurance requirement is \$500,000
- Proof of consent to the ROW Utilization Area application by the operator of associated restaurant, bar or nightclub
- Hours of operation for restaurant, bar or nightclub establishment utilizing the ROW Utilization Area and whether or not alcoholic beverages will be served within approved sidewalk cafe area
- If alcoholic beverages will be served within the approved ROW Utilization Area, copy of state alcohol license is required

City of Orlando Economic Development Department • Permitting Services

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Phone 407.246.2271 • privateprovider@orlando.gov • orlando.gov/permits