



## Commercial Sidewalk Café/ Street Furniture Permit

To ensure safety and accessibility, as well as commercial prosperity, the Town of Southern Pines has created guidelines for restaurants, cafés and businesses that wish to apply for a Commercial Sidewalk Café/Street Furniture Permit to provide tables and chairs on the public portion of any Town sidewalk. The guidelines aim to facilitate outdoor seating that is functional and desirable, while ensuring public safety and preservation of the distinct atmosphere and charm of the Town of Southern Pines.

### **REQUIRED APPLICATION MATERIALS:**

- \_\_\_\_\_ **Application fee** in the amount of **\$60.00**.
- \_\_\_\_\_ **Completed Commercial Sidewalk Café/Street Furniture Application** signed by the applicant.
- \_\_\_\_\_ **Appointment of Agent**, if applicable, signed by the property owner(s) and the agent.
- \_\_\_\_\_ **Deed** copy to provide proof of ownership and property boundaries.
- \_\_\_\_\_ **Site plan** illustrating the following:
  1. entrance to business and adjacent building entrances;
  2. property lines, sidewalk width and all surface obstructions within fifteen (15) feet of occupied area (i.e. fire hydrants, streetlights, trees, grates, unimproved surfaces); and
  3. width and length of occupied area, approximate location of tables and chairs and relative proximity to the five (5) foot pedestrian clearance.
- \_\_\_\_\_ **Personal liability insurance** naming the Town of Southern Pines as an additional insured.
- \_\_\_\_\_ **Electronic copy (PDF) of all application materials** submitted to [plan@southernpines.net](mailto:plan@southernpines.net)

### **REVIEW AND APPROVAL:**

1. **Staff Review**: Planning staff will review the application within five business days and notify the applicant if additional information is needed.
2. **Approval**: Planning staff may approve, conditionally approve or deny the application based on applicable Town of Southern Pines guidelines.
3. **Inspection**: The Code Enforcement Officer will inspect all sidewalk café/street furniture to insure compliance with the permit.

**PLANNING DEPARTMENT  
TOWN OF SOUTHERN PINES  
801 SE Service Road, Southern Pines, NC 28387  
[plan@southernpines.net](mailto:plan@southernpines.net) (910) 692-4003 [www.southernpines.net](http://www.southernpines.net)**



## Commercial Sidewalk Café/ Street Furniture Application

Fee: \$60.00

Date Received: \_\_\_\_\_

Permit No.: \_\_\_\_-\_\_\_\_

### **Property Information:**

Business Name: \_\_\_\_\_ Street Address: \_\_\_\_\_

PIN: \_\_\_\_\_ LRK: \_\_\_\_\_ Zoning District: \_\_\_\_\_

### **Applicant:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### **Contact Person, if different from Applicant:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### **Legal Property Owner(s), if different from Applicant:**

Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

**APPOINTMENT OF AGENT**

The undersigned owner(s), \_\_\_\_\_, hereby appoint(s) \_\_\_\_\_ as the exclusive agent for the purpose of making an application to the Town of Southern Pines for a Commercial Sidewalk Café/Street Furniture permit for the property described in the attached application. The owner(s) hereby agree that this agent has the authority to act for and on behalf of the owner(s) as follows:

1. to submit an application and required supplemental materials;
2. to appear at public meetings and give representation and comments on behalf of the owner(s);
3. to accept conditions or recommendations made by the Town of Southern Pines Planning Staff for the approval of a Commercial Sidewalk Café/Street Furniture Permit; and
4. to act on behalf of the owner(s) without limitations with regard to any and all things directly or indirectly connected with or arising out of any application for a Commercial Sidewalk Café/Street Furniture Permit under Town of Southern Pines guidelines.

This Appointment of Agent shall remain in effect until final resolution of the attached application.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Agent