Outdoor Dining Permit

Complete this application thoroughly and attach all required documentation. Please note that incomplete applications will not be accepted. Should you have any questions regarding how to complete this application please contact the Planning Division.

Check all applicable:

- Outdoor Dining
- With Alcohol
- Without Alcohol
- Public Sidewalk / City Property
- Private Property
- Other: _______________________

Business / Organization Name: __________________________ Title: __________________________
Daytime Telephone: __________________________ Evening Telephone: __________________________
Mailing Address: __________________________ Email: __________________________
City: __________________________ State: __________________________ Zip: __________________________

Applicant Name*: __________________________ Title: __________________________
Daytime Telephone: __________________________ Evening Telephone: __________________________
Mailing Address: __________________________ Email: __________________________
City: __________________________ State: __________________________ Zip: __________________________
* If the permit is obtained on behalf of an organization, provide written documentation of the authority under which the applicant is applying for the permit on behalf of the organization.

Emergency Contact:
Daytime Telephone: __________________________ Evening Telephone: __________________________

Property Owner: __________________________ Telephone: __________________________
Mailing Address: __________________________ Email: __________________________
City: __________________________ State: __________________________ Zip: __________________________

Outdoor Dining Description / Narrative (hours and days of operation of the outdoor dining area, use of amplified sound and/or music, installation of lighting, landscaping and/or awnings, tables and chairs, signs, umbrellas, etc.):
________________________________________________
________________________________________________
________________________________________________
________________________________________________

I hereby affirm under penalty of perjury that the foregoing statements, facts and attachments are true and correct. I understand that this application for entitlement may be denied, modified or approved with conditions, and that such conditions or modifications must be satisfied prior to conducting outdoor dining. I understand that by filing the application, information on the application including, but not necessarily limited to, the name and address will be included on public records.

Property Owner’s Signature __________________________ Date __________________________
Applicant’s Signature __________________________ Date __________________________
Submittal Requirements

- Completed Outdoor Dining Permit form signed by the property owner
- Two (2) copies of a diagram (drawn to scale and dimensioned) showing the proposed location of the outdoor dining area (including, without limitation, all tables, seating and signage) and any outdoor structures/facilities
- Two (2) sets of graphical depiction, such as sample photographs, depicting the appearance of the outdoor dining area (including, without limitation, all tables, seating and signage) and any outdoor structures/facilities
- Two (2) copies of a safety plan showing how the patrons will be protected from vehicular traffic; decorative barriers must be provided
- Liability Insurance
- Supplemental Materials (i.e., photometric plans, outdoor dining materials):
- Application Fee