

TAKE ADVANTAGE OF OUTDOOR DINING OPPORTUNITY!

Community Development Department Business Outreach Flyer # 1

October 2016

DEAR RESTAURANT OWNER:

Yes, the City allows outdoor dining within public sidewalks next to your restaurant! Outdoor dining creates a great opportunity for you to increase and enhance your business and add to the street activity in a positive way.

- **How Do I Get City Approval?**

Come into the Community Development Department at City Hall. Bring with you a site plan for the area outside your business where you would like to set up an outdoor dining area. (See back of flyer for additional details on city requirements.) City Planning Staff will review your site plan and permit request.

- **How Long Does It Take To Get A Permit?**

Usually the permit is issued within 2 to 5 business days.

- **How Much Is The Permit?**

\$95.00 for an Encroachment Permit.

Permit is issued by the Public Works Department Engineering Division after City Planning Review of site plan is completed.

- **How long Is The City Permit Good For?**

One (1) Calendar Year. Permits issued before January 1, 2017 are good for the entire 2017 calendar year!

- **Who Do I Contact To Apply?**

Contact the City Planning Staff at (818) 898-1227.



Upcoming Flyers

- Sign Permit Requirements
- Outdoor Displays



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General Requirements for Outdoor Dining/Seating Areas

- The building/tenant space and the immediate surrounding area should be clearly shown on the site plan.
- All proposed outdoor furniture including, but not limited to, tables, chairs, and waste receptacles should be clearly shown on the site plan. A note should be included indicating the type of material the outdoor furniture is made of.
- Outdoor seating areas shall be located in a manner that maintains a minimum pathway width of five (5) feet (clear of structures) along the sidewalk.
- Outdoor seating areas shall be enclosed in instances where there is wait staff or alcohol is served. Note: the serving of alcohol as part of a restaurant requires prior City approval of a Conditional Use Permit per City Code Sections 106-141 through 106-183.
- Special requirements exist for outdoor seating areas located within a public right-of-way. Right-of-way lines should be clearly shown on the Site Plan.
- The hours of operation for outside dining areas should be consistent with the hours of operation of the inside restaurant. The applicant should include a note indicating the hours of operation for the outdoor seating area. If a fence, gate or other physical barrier is proposed, egress hardware should be clearly shown and gate/fence/barrier anchoring details should be provided.
- Widths of egress should be clearly labeled on the Site Plan.
- Site Plans for Outdoor Dining/Seating shall be reviewed by the City's Community Development Department Planning Division and Public Works Department Engineering Division before being issued an Encroachment Permit with proof of insurance to set up an outdoor dining/seating area.