

COVID-19 RESTAURANT OUTDOOR DINING SERVICE ENCROACHMENT PERMIT APPLICATION

REQUIREMENTS

PURPOSE: These regulations allow for a restaurant to setup outdoor dining service beyond what is already permitted for in an effort to ensure proper social distancing protocols are being followed in all zones that allow commercial uses, including C-1 (limited commercial), C-2 (commercial), SC (service commercial), PD (precise development overlay), and all SP-5 districts except the General Neighborhood District (GN).

COMPLIANCE WITH THE LAW: Restaurants shall comply with all applicable laws, including:

- Americans with Disabilities Act
- California Alcoholic Beverage Control Regulations
- California Department of Public Health Regulations
- City of Los Angeles Building & Safety Codes
- City of Los Angeles Fire Department Codes
- County of Los Angeles Health Officer Orders
- San Fernando Municipal Code

PERMIT DURATION: Regardless of the date of issuance, all COVID-19 Restaurant Outdoor Dining Service Encroachment Permits shall expire on December 31, 2020, unless earlier cancelled or extended by the City Manager/Director of Emergency Services or by the City Council.

PERMIT OVERVIEW:

1. The outdoor dining area must not be located on any of the following: unpaved areas, parking lots, on-street parking spaces, and right-of-way that cannot provide the minimum requirement of 5-feet clear path of travel.
2. An outdoor dining area shall not be located or operated in a manner that jeopardizes the safety of pedestrians or vehicles. The City Traffic Engineer may impose safety measures as necessary to protect the safety of pedestrians and vehicles in and around the proposed outdoor dining area.
3. All businesses shall ensure that social distancing is maintained by persons in the outdoor dining area, on any adjacent public sidewalk area, or standing in line for seating or take out service.
4. An outdoor dining area layout cannot block pedestrian or vehicular access to or from the subject property, minimum of five feet clear path of travel.
5. The Restaurant owner must undertake appropriate measures to ensure that the level of noise associated with the outdoor dining area does not disturb the right to quiet enjoyment of the neighboring properties and businesses. No sound, apart from ambient noise from the utilization of the space, shall be permitted in the outside dining area. Live music, and amplified music and sounds, are prohibited at outdoor dining areas.
6. The permittee and the property owner shall maintain the outdoor dining area clear of litter, food scraps, packaging, soiled dishes, grease, and gum. At the close of business daily, the permittee and property owner shall remove all trash and clean the area in and around the outdoor dining area.
7. The permittee and the property owner shall store and maintain all outdoor furniture inside whenever the restaurant is closed.
8. The City may temporarily revoke any permit to conduct any necessary repairs or maintenance on public facilities.
9. This permit is non-transferable.
10. This permit does not confer any new rights for signage.
11. Alcohol beverage consumption in the outdoor dining area requires COVID-19 Temporary Catering Authorization approval from California Department of Alcoholic Beverage Control (ABC).

SUBMITTAL REQUIREMENTS: A complete application package includes the following:

1. Completed Application (see page 2). Please Note: there is no permit fee.
2. Site Plan (see page 3).
3. Certificate of General Liability Insurance; must include the City of San Fernando as Additional Insured.

Questions and/or Completed Application package may be submitted to:

PUBLIC WORKS DEPARTMENT
117 Macneil Street, San Fernando, CA 91340 | (818) 898-1222 | PublicWorks@sfcity.org

Permit Or Copy Must Be On Job Site At All Times

PERMIT NO.	DATE ISSUED
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APPLICANT INFORMATION

<input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR	
APPLICANT ADDRESS	CITY
PHONE	EMAIL
BUSINESS LICENSE NO.	

APPLICATION IS HEREBY MADE FOR THE FOLLOWING ENCROACHMENT PERMIT

DESCRIPTION OF PROPOSED ENCROACHMENT AREA				
LOCATION(S)				
NO. OF DAYS	FROM	TO	NO. OF TABLES	NO. OF CHAIRS
INSURANCE COMPANY (LIABILITY) <i>Must include City of San Fernando as Additional Insured</i>			POLICY NO.	
INSURANCE COMPANY (WORKMAN'S COMP)			POLICY NO.	

IN CONSIDERATION FOR ISSUANCE OF THIS PERMIT, APPLICANT AGREES TO HOLD THE CITY HARMLESS FROM ANY CLAIMS OR JUDGMENTS FOR DAMAGES OR OTHER RELIEF AGAINST THE CITY AS A RESULT OF ACTS OR OMISSIONS OF THE APPLICANT IN THE PERFORMANCE OF WORK RELATED TO THE ABOVE REFERENCED PERMITS WHETHER THE CONDITIONS GIVING RISE TO CLAIM OR JUDGMENT WAS CREATED IN WHOLE OR IN PART BY THE APPLICANT.

SPECIAL PROVISIONS

OWNER/CONTRACTOR IS RESPONSIBLE FOR RENEWAL OF PERMITS. FAILURE TO DO SO MAY RESULT IN CITATION.

APPLICANT SIGNATURE	DATE
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FOR OFFICE USE ONLY

CITY PERMIT ENGINEER	DATE
PERMIT ISSUE DATE	FINAL CLEARANCE DATE
BY	

SITE PLAN Draw a sketch of the area on which the proposed encroachment area will be located. Show the extent of the proposed outdoor dining area including the seating arraignment that will allow compliance with social distancing requirements, width of right-of-way, width of the clear path of travel, length of furniture (i.e., tables, chairs, stanchions), etc.



CERIFICATION I hereby certify that the above diagram is true and correct.

APPLICANT SIGNATURE

DATE