

COVID-19 OUTDOOR SERVICE ENCROACHMENT PERMIT APPLICATION

REQUIREMENTS

PURPOSE:

These regulations allow for a business to setup outdoor 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:

Businesses 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:

Effective on June 30, 2021, all COVID-19 Outdoor Service Encroachment Permits issued pursuant to Executive Order 2020-07-23, and further extended by Executive Order 2021-02-04, have expired. Any applicants that desire to provide, or continue providing, outdoor dining services pursuant to these revised COVID-19 Outdoor Service Encroachment Permit guidelines included herein must submit a new application to the Public Works Department by July 23, 2021.

Applications will be submitted to the Public Works Department and review by the Public Works Department, Community Development Department, Police Department and Finance Department for compliance with the prior COVID-19 Outdoor Service Encroachment Permit issued pursuant to Executive Order 2020-07-23, if applicable, and to ensure the applicant is current with all outstanding City permit and licensing requirements. The City may deny applications for those businesses that are not in good standing.

All COVID-19 Outdoor Service Encroachment Permits issued pursuant to this Executive Order for outdoor services shall expire on December 31, 2021, unless earlier rescinded or extended by the City Manager/Director of Emergency Services or by the City Council.

All other COVID-19 Outdoor Services must move services indoor as soon as permitted by the County of Los Angeles Department of Public Health – Health Officer Order. Any City issued property, including, but not limited to, K-rails or other City provided barricades shall be returned as soon as practical.

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 4).
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

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

PERMIT OVERVIEW/CONDITIONS OF APPROVAL *Please initial each of the following conditions.*

1. LOCATION:

- _____ A. The outdoor service area must be located adjacent to the business, unless by written agreement with another property owner, and must not be located on any of the following: unpaved areas, on-street parking spaces, public parks, and right-of-way that cannot provide the minimum requirement of 5-foot clear path of travel.
- _____ B. An outdoor service area shall not be located or operated in a manner that jeopardizes the safety of pedestrians or vehicles. The City Traffic Engineer or Director of Public Works may impose safety measures as necessary to protect the safety of pedestrians, customers, and vehicles in and around the proposed outdoor service area. Owner or City provided barricades, such as K-rails, shall be erected along the perimeter of the outdoor service area in order to maintain safety of patrons. Subject to availability, K-rails may be temporarily provided by the City at no cost on a first-come, first-served basis.
- _____ C. Use of any private property requires review by the Community Development Department.

2. HEALTH OFFICER PROTOCOLS:

- _____ A. All businesses shall ensure that the most current Los Angeles County Department of Public Health - Health Officer protocols are adhered to by persons in the outdoor service area, on any adjacent public sidewalk area, or standing in line waiting for service.
- _____ B. Businesses shall follow all safety and Health Officer protocols per the Los Angeles County Department of Public Health.

3. NOISE:

- _____ A. The business owner must undertake appropriate measures to ensure that the level of noise associated with the outdoor service area does not disturb the right to quiet enjoyment of the neighboring properties and businesses.
- _____ B. No sound, apart from ambient noise from the utilization of the space, shall be permitted in the outside service area.
- _____ C. Amplified music is permitted to the extent it remains in compliance with the City of San Fernando's Noise Ordinance (SFMC Sec. 34-26 through 71).

4. MAINTENANCE:

- _____ A. The permittee and the property owner shall maintain the outdoor service area clear of litter, food scraps, service waste, 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 service area.
- _____ B. The permittee and the property owner shall store and maintain all outdoor furniture inside whenever the outdoor service area is closed.
- _____ C. The City may temporarily revoke any permit to conduct any necessary repairs or maintenance on public facilities.

5. PARKING:

- _____ A. Use of a private parking lot to provide service will require approval from the Community Development Department to ensure adequate parking is provided to customers. Businesses must be able to demonstrate the ability to provide a minimum of 50% of their required parking spaces per City Standards.
- _____ B. Existing disabled (ADA) access parking stalls and path of travel shall not be impacted by outdoor service.

PERMIT OVERVIEW/CONDITIONS OF APPROVAL (CONTINUED) *Please initial each of the following conditions.*

6. SIGNAGE:

_____ A. This permit does not confer any new rights for signage.

7. ALCOHOL CONSUMPTION:

_____ A. Alcoholic beverage consumption in the outdoor service area requires COVID-19 Temporary Catering Authorization approval from the California Department of Alcoholic Beverage Control (ABC).

8. RETAIL:

_____ A. Retail uses are currently allowed indoor operations and do not qualify for this permit.

9. NON-TRANSFERABLE:

_____ A. This permit is non-transferable.

10. VIOLATION

_____ A. Any violation of the above conditions will result in the revocation of the outdoor service permit.

APPLICATION IS HEREBY MADE FOR THE FOLLOWING ENCROACHMENT PERMIT

<input type="checkbox"/> RESTAURANT/ DINING WILL ALCOHOL BE SERVED? <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> BARBER/ HAIR SALON	<input type="checkbox"/> GYM/ FITNESS	<input type="checkbox"/> PERSONAL CARE TYPE OF SERVICE:	<input type="checkbox"/> PLACE OF WORSHIP	<input type="checkbox"/> OTHER PLEASE DESCRIBE:
ABC PERMIT NO.					

DESCRIPTION OF PROPOSED ENCROACHMENT AREA

LOCATION(S)

NO. OF DAYS	FROM	TO	NO. OF TABLES	NO. OF CHAIRS
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MONDAY HOURS	TUESDAY HOURS	WEDNESDAY HOURS	THURSDAY HOURS	FRIDAY HOURS	SATURDAY HOURS	SUNDAY HOURS
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INSURANCE COMPANY (LIABILITY) <i>Must include City of San Fernando as Additional Insured</i>	POLICY NO.
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INSURANCE COMPANY (WORKMAN'S COMP)	POLICY NO.
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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

REVIEWED BY <input type="checkbox"/> PUBLIC WORKS <input type="checkbox"/> PLANNING <input type="checkbox"/> BUILDING & SAFETY	FINAL CLEARANCE DATE	CITY ENGINEER	DATE
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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.

NO. OF TABLES	NO. OF CHAIRS	OTHER EQUIPMENT & QUANTITIES
APPROXIMATE SQUARE FOOTAGE OF OUTDOOR SERVICE AREA		



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

APPLICANT SIGNATURE	DATE
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