

## OUTDOOR DINING ENCROACHMENT PERMIT APPLICATION

### REQUIREMENTS

#### PURPOSE:

These regulations allow for a business to setup outdoor dining areas in the public right of way in an effort to ensure proper standards and regulations are being followed Citywide.

#### 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
- San Fernando Municipal Code

#### PERMIT DURATION:

Applications shall be submitted to the Public Works Department and reviewed by the Public Works Department, Community Development Department, Police Department and Finance Department for compliance with the regulations and standards outlined in this form and in City of San Fernando Municipal Code Sec. 74- 196.

Per Sec. 74-196 of the Municipal Code, the City has the right to deny applications to businesses that are not in good standing, and to suspend outdoor dining use for City use.

An annual inspection of the outdoor dining area shall be required to ensure compliance with the limited use regulation for outdoor dining. An annual inspection fee shall be applied per Appendix 3 of the City's adopted fee schedule.

This is a calendar year permit, meaning it will expire on December 31 of the year initially issued.

#### SUBMITTAL REQUIREMENTS:

A complete application package includes the following:

1. Completed Application (see page 2). Please Note: there is a permit fee of \$920.00.
2. Site Plan (see page 4).
3. Colors and Materials Sheet.
4. First time applicants must pay a Sewer Capital Facility Fee\* of \$243 per outdoor seat for full service restaurants, and \$162 per outdoor seat for fast food restaurants. This fee also applies to any additions not included in the original outdoor dining floor plan (e.g., added seating or redevelopment).
5. Certificate of General Liability Insurance; must include the City of San Fernando as Additional Insured.

\*These fees are subject to change.

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](mailto: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	
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 dining 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 4 -feet clear path of travel.
- \_\_\_\_\_ B. An outdoor dining area shall not be located or operated in a manner that jeopardizes the safety of pedestrians or vehicles. The City 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 dining area.
- \_\_\_\_\_ C. Use of any private property requires review by the Community Development Department.

**2. NOISE:**

- \_\_\_\_\_ A. The business 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.
- \_\_\_\_\_ B. No sound, apart from ambient noise from the utilization of the space, shall be permitted in the outside dining area.
- \_\_\_\_\_ C. Amplified music is permitted to the extent it remains in compliance with the City of San Fernando's Noise Ordinance (SFMCC Sec. 34-26 through 71).

**3. MAINTENANCE:**

- \_\_\_\_\_ A. The permittee and the property owner shall maintain the outdoor dining 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 dining area.
- \_\_\_\_\_ B. The permittee and the property owner shall store and maintain all outdoor furniture inside whenever the outdoor dining area is closed.
- \_\_\_\_\_ C. The City may temporarily suspend any permit to conduct any necessary repairs or maintenance on public facilities.

**4. PARKING AND ADA COMPLIANCE:**

- \_\_\_\_\_ 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.
- \_\_\_\_\_ B. Existing disabled (ADA) access parking stalls and path of travel shall not be impacted by outdoor dining.

**5. SIGNAGE:**

- \_\_\_\_\_ A. This permit does not confer any new rights for signage.

**6. RETAIL:**

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

**7. NON-TRANSFERABLE:**

- \_\_\_\_\_ A. This permit is non-transferable.

**8. VIOLATION**

- \_\_\_\_\_ A. Any violation of the above conditions will result in the revocation of the outdoor dining permit.

**APPLICATION IS HEREBY MADE FOR THE FOLLOWING ENCROACHMENT PERMIT**

<input type="checkbox"/> RESTAURANT (FULL SERVICE)	<input type="checkbox"/> RESTAURANT (FAST FOOD)	<input type="checkbox"/> OTHER PLEASE DESCRIBE:
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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 JUDGEMENTS FOR DAMAGED OR OTHER RELIEF AGAINST THE CITY AS A RESULT OF ACTS OR OMISSIONS OF THE APPLICATION IN THE PERFORMANCE OF WORK RELATED TO THE ABOVE REFERENCED PERMITS WHETHER THE CONDITIONS GIVING RISE TO CLAIMS OR JUDGEMENT 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	FINAL CLEARANCE DATE	CITY ENGINEER	DATE
<input type="checkbox"/> PUBLIC WORKS <input type="checkbox"/> PLANNING <input type="checkbox"/> BUILDING & SAFETY			

**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, width of right-of-way, width of the clear path of travel, length of furniture (i.e., tables, chairs, stanchions), a colors and material sheet of the proposed furniture, etc.

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



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

APPLICANT SIGNATURE	DATE
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