



**SIDEWALK DINING PERMIT
APPLICATION**

Permit Number: _____ Permit & Inspection, Initial Fee: \$350.00
Permit & Inspection, Renewal Fee: \$75.00
Total Permit Fee: _____

Will you be selling alcohol? Yes No
If yes, which type of alcohol permit: _____

Business Name: _____

Business Address: _____

Applicant(s): _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Contact person: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Property Owner(s): _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Hours of Operation for Permit Area: _____ **Size of Permit Area:** _____

Width of Pedestrian Path from Permit Area: _____

Setbacks from Permit Area: Intersection: _____ Driveways: _____

Parallel Parking: _____ Street Signs: _____

Number of each of the following:

Tables (*Size & Type*): _____ Chairs: _____

Umbrellas (*Height & Type*): _____ Planters: _____

Other: _____

Description: _____

This checklist should be reviewed with a Planner at the public counter and must be submitted with the Sidewalk Dining Permit application. A complete Sidewalk Dining Permit application submittal consists of the following materials:

Filing Fees – Please consult with a Planner to determine the required application fees.

Sidewalk Dining Permit Application

Proof of Ownership

6 copies of:

Master Land Use Application – Completed form (attached) that includes:

- a) Comprehensive description of the project and the specific entitlements (e.g. Variance, Conditional Use Permit, Site Plan Review, etc.) requested.
- b) Property owner signature. If application is not signed by property owner, written consent (signed) from the property owner is necessary authorizing the applicant to submit application.

Development Plans – **folded** copies of dimensioned and scaled plans that include:

- a) Project site address.
- b) Applicant, name, address, and phone number.
- c) North arrow, scale, and vicinity map.
- d) Site plan showing all property lines and distances to center line of streets/alleys.
- e) Date of preparation of plans and revisions (if applicable).
- f) Table showing development calculations (e.g. lot coverage, floor area ratio, parking, etc.).
- g) Clearly labeled location of all existing and proposed structures.
- h) Detailed and complete floor plans with a breakdown of floor area calculations.
- i) Clearly labeled uses of all existing and proposed structures.
- j) Clearly labeled location and uses of all existing structures on adjacent properties.
- k) Setback dimensions of all existing and proposed structures.
- l) Vehicle circulation (driveways, access, alleys, dimensions, and backup space).
- m) Location of all existing and proposed fences, walls, and other screening.
- n) Landscape plans.
- o) Mature trees 4" or more in trunk diameter at breast height.
- p) Size and location of all exterior mechanical equipment and method of screening.
- q) All easements located within or adjacent to the project site.
- r) The perimeter of the Permit Area
- s) The unencumbered sidewalk area available for pedestrians
- t) All Sidewalk Furnishings including but not limited to umbrellas, tables, chairs and other portable appurtenances.
- u) Proposed permanent modifications including but not limited to fencing, landscaping or utility connections.

Additional Items – Other items as determined by a Planner (e.g. topographic map, survey, lighting plan, drainage plan, landscape plan, sign inventory, parking inventory, grading, lease agreement etc.)

2 copies of:

Notification Materials – 2 packets of submittal items as outlines in the Public Notification Packet Instruction Handout

Photos – 2 sets of photos showing general conditions of site including, structures, walls, and landscaped/paved areas.