

CITY OF MONTE BELO
Planning & Community Development Department

Planning Division
1600 W. Beverly Boulevard
Montebello, CA 90640
www.montebelloca.gov

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:		
in you, which type of alcohol politic.		
Business Name:		
Business Address:		
Applicant(s):		
Address: Phone:		
-	Fax:	
E-mail:		
Contact person:		
Address:		
Phone:		
E-mail:		
Property Owner(s):		
Address:		
Phone:		
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:		

Terms and Conditions for Sidewalk Dinning Permit:

GENERAL

- 1) Indemnification. As a condition to issuance, the Permittee shall submit to the City's Risk Manager a signed agreement to defend, indemnify, save, and hold harmless the City and all of its officers, agents, or employees from and against any liability, loss, claims, suits, damages, costs, expenses, and judgments (including attorney's fees and costs of litigation) which in whole or in part result from, or arise out of, or are claimed to result from or to raise out of any acts, negligence, errors or omissions of the Permittee resulting from any and all operations under the Permit granted pursuant to this Chapter. In addition, the agreement to indemnify shall include, but is not limited to, personal injury and property or other damage sustained by any person or persons (including but not limited to, companies, or corporations, permittee and its employees, or agents, and members of the general public.). The agreement to indemnify required herein shall be in a form approved by the City Attorney's Office.
- 2) Insurance. As a condition to issuance, the Permittee shall, at his or her own cost and expense, obtain and maintain in full force and effect all of the necessary insurance coverage for the full term of the Sidewalk Dining Permit or any renewal thereof naming the City, its officials, employees, agents, and volunteers as an additional insured. The level of coverage shall be in the amount to be determined by the City's Risk Manager or the City Administrator's designee assigned to perform the functions of the Risk Manager.
- 3) The Director, or designee shall review the application for completeness. The director may require a larger setback distances to provide for unimpeded pedestrian passage, traffic management, or any other public-use purpose.

DINING AREA DESIGN

- 1) All sidewalk dining areas must comply with the Americas with Disabilities Act (ADA) guidelines.
- 2) Outdoor lighting is required where food and drinks are served in the evening. Lighting may not cause glare of visual obstruction to drivers or pedestrians. Electrical cords or strings may not be strung over or placed on public right-of-way.
- 3) Sidewalk furnishing shall not be placed in public right-of-way where they may interfere with safe line-of-sight distance or may otherwise pose a traffic safety hazard.
- 4) Tables, chairs, and other Sidewalk Furnishings must be compatible with the building in design, material and color.
- 5) All non-metallic umbrellas and canopies shall be flame proof.

CLEANING & MAINTENANCE

- 1) The permit area must be kept clear of litter and food scraps at all times and must be kept clear in a clean, safe conditions at all times.
- 2) Sidewalk Furnishing must be removed from the public right-of-way at close of business and stored out of public view. The Permit are must be swept and mopped after the Sidewalk Furnishing are stored in the evening.

DECLARATION

I hereby certify that I am the applicant, owner, or designated agent named herein, and that I am familiar with the rules and regulations with respect to preparing and filing this petition for discretionary action, and that the statements and answers contained herein and the information attached are in all respects true and accurate to the best of my knowledge and belief.

Signature:	Date:		
DO NOT WRITE BELC	OW. THIS SPACE FOR STAFF USE ONLY		
Date Received: / /	Case No.:		
Total Fee(s) Paid: \$	Received By:		

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, Conditiona 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.

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: