



TEMPORARY USE PERMIT APPLICATION – Temporary Outdoor Dining

Applicant _____ Ph: _____ Email: _____ @ _____

Business Name: _____ Address: _____

Brief Description of Location (attach detailed Site Plan): _____

Hours of Operation _____

Will There be Alcohol Sales? (Circle one) Yes No If so, Provide ABC License No. _____

This permit is for the allowance of temporary outdoor dining only, in accordance with state orders and in the interest of allowing restaurants some relief due to circumstances caused by the COVID-19 virus. The City will notify all permit applicants one week in advance of the cessation of outdoor dining activities.

I, the undersigned, have read, understand and accept, and will comply with the attached conditions and the requirements of the San Dimas Municipal Code. I understand that any violation of the aforementioned conditions shall result in immediate revocation of this permit. I hereby certify that the information I have submitted (see submittal requirements on attached page) is complete and accurate.

Applicant Signature

Date

Planning Department Use Only

APPROVED/ DENIED

PLANNING DEPARTMENT

DATE

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NO FEE

Temporary Outdoor Dining Submittal Requirements

The following shall be submitted with the Temporary Use Permit application for temporary outdoor dining due to COVID-19 occupancy restrictions:

1. **Site Plan.** Provide three site plans of the property, including the building, parking lot and any outdoor areas associated with the business or property. Indicate the proposed location of the outdoor dining area, the dimensions of the proposed area, the width of the sidewalk (if utilizing the sidewalk for the dining area), note the location of all tables (tables must be spaced six feet apart) and any required fencing or barriers. If alcohol is to be served, please show the location of all ABC required fencing/barriers.
 - a. **Use of Parking Areas for Seating.** If parking spaces are to be used for dining, the following criteria must be met:
 - i. ADA accessible spaces and the required path of travel may not be blocked or utilized.
 - ii. Any parking spaces to be utilized must be directly adjacent to the business. Customers and/or serving staff may not cross drive aisles to get to the seating area.
 - iii. Drive aisles must remain clear.
 - b. **Use of Public Parking/Sidewalks for Dining.** If any public area is to be used for outdoor dining, the following criteria must be met:
 - i. Sidewalks must still allow for a four-foot-wide path of travel at all times.
 - ii. An Encroachment Permit must be obtained from Public Works. Please contact Public Works or see the City website for requirements.
2. **Letter of Authorization.** A letter of authorization from the landlord or property management company is required. The letter must indicate which areas are approved for outdoor dining.
3. **Letter of Description.** A letter describing the proposed outdoor dining use must be provided. The letter must contain hours of operation, a description of any temporary lighting, a description or pictures of the type of barrier to be used, and how the location will meet Los Angeles County Public Health guidelines.

Conditions of Approval for Temporary Outdoor Dining

The following conditions must be adhered to at all times:

1. The outdoor dining area shall be restricted to areas immediately adjacent to the business.
2. All tables, chairs, umbrellas, lighting and other accessories used in the outdoor dining area shall be temporary.
3. Barriers or fencing shall be provided to surround the temporary outdoor dining area if the seating area utilizes a parking area.
4. Ambient music shall be allowed in the outdoor dining area between the hours of 8:00 A.M. and 8:00 P.M. and must be in compliance with the City noise ordinance.
5. ABC approval shall be required for any outdoor use which expands the licensed alcohol sales footprint.

The following are prohibited:

1. The permanent attachment or installation of any accessories required for outdoor dining, such as:
 - a. Bolting any tables, umbrella stands or barriers to the building, sidewalk, parking lot, etc.
 - b. Installing fixed heat lamps.
2. Expanding the dining area beyond the approved area shown on the site plan.
3. The use of the temporary outdoor dining area for any purpose other than dining.
4. The use of any accessories required for outdoor dining which block any ADA parking spaces or path of travel.

Questions? Contact the Planning Division at
planning@sandimasca.gov or at (909) 394-6250.

How to Create a Site Plan

The following steps will help you create the needed site plan.

Step 1.

Using Google Maps, take a screenshot of your business and the area immediately surrounding it. Make sure that the location of the restaurant can be determined from the image (i.e. Show a major street or landmark). Either print the image on a 8"x11" (or larger) paper or edit the image in Word, PowerPoint, Publisher, or Acrobat for clarity.

Step 2.

Clearly outline the area which you wish to use for your outdoor dining area. Write in the dimensions of the proposed dining area and the width of the sidewalk (if the sidewalk is being used for dining

Step 3.

Show the locations of all tables which are to be used. Ensure that the tables have adequate space between them to allow for social distancing measures.

Example provided on following page.