

Temporary Outdoor Use on Private Property

Version: September 2020

PURPOSE OF THIS TEMPORARY OUTDOOR USE PERMIT

As a result of COVID-19 restrictions on restaurant seating capacity and required social distancing, outdoor dining will be temporarily permitted on an expedited process. The temporary outdoor use capacity is intended to offset the loss of indoor dining and shall not cause to increase the total maximum capacity permitted for the establishment. The temporary outdoor use area may be located a private parking lot as feasible. The temporary permit shall be valid for a period of 90 days and can be renewed for additional periods with revised conditions as updated by state or County Health Department.

FILING REQUIRMENTS

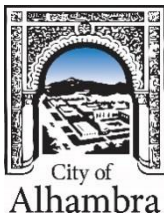
All required documents below may be submitted electronically through the Planning web site portal:

- Application form filled out and signed (there is no application fee).
- One (1) site plan or sketch indicating the area contemplated for temporary outdoor use with overall dimensions. The drawing shall provide the following information:
 - Proposed occupant load, including table layout, number of chairs per table, or other fixtures;
 - Minimum distance separation between seating groups or stations;
 - Access/egress points if area is to be fenced with temporary fencing;
 - A minimum six (6) foot wide aisle be defined for emergency purposes;
 - Location of portable fire extinguisher(s) 2A-10BC which shall be within a maximum travel distance of 75' without entering the building and or lockable area;
 - When the use area is located in a parking lot, a circulation plan shall be provided; and
 - Separation barrier between outdoor use area and active parking lot.
- If alcohol is being served outside, a separate ABC COVID-19 Temporary Catering Authorization shall be obtained prior to submitting this application (retrieve application here <https://www.abc.ca.gov/wp-content/uploads/forms/ABC218CV19.pdf>).
- A separate Fire Department Tent Permit is required for outdoor tents that exceed 400 square feet. For more information, contact the Fire Department at (626) 570-5190 or by visiting the Alhambra Fire Department's Headquarters building at 301 North First Street, Alhambra.

SUBMITTAL PROCESS VIA DROPTBOX

The Planning Division is accepting digital submittals via Dropbox. Please contact a Planner for Dropbox access. Applicants that submit their digital material(s) and applications to Dropbox shall submitted them as follows:

- All project material(s) shall be uploaded to the Dropbox within a **Folder or Zip-Folder**.
- The file folder or zip-folder shall be renamed to include the Business address and date (**i.e.: 111 S First St_3-18-2019**).



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File No.: TOD-20-

Business Name: _____ Phone: _____

Business Address: _____ City/State: _____ Zip: _____

Business Owner/Applicant: _____ Phone: _____

CONDITIONS OF APPROVAL

1. The outdoor use area shall be limited to the property boundaries. Encroachment onto adjacent business shall require an executed encroachment authorization by the adjacent business owner(s).
2. The business owner shall have and maintain an active City of Alhambra business license.
3. A minimum six (6) foot clearance shall be defined and maintained for Fire Department access for equipment and supplies in case of a fire/medical emergency.
4. If the outdoor dining area is within the existing parking lot, a Parking Lot Circulation Plan shall be provided. The plans shall include separation barriers between the outdoor use area and the active parking lot and shall not impede accessible parking spaces.
5. Patio heaters, if used, shall be kept a minimum of three (3) feet from all combustibles or the manufacturers' recommendation, whichever is greater.
6. A portable fire extinguisher 2A-10BC shall be within a maximum travel distance of 75' without entering a building and or lockable area. Outdoor fire extinguishers shall be mounted on one (1) of the tent poles at three to five (3-5) feet above finished floor.
7. Canopies with an occupant load of 10 or greater shall be California State Fire Marshal approved for flame retardant. Canopies with a separation of less than 12 feet will be considered "together/same" and occupant loads will be added together.
8. Alcohol served on the outdoor dining area shall first obtain and maintain a separate ABC COVID-19 Temporary Catering Authorization. A copy of this authorization from ABC shall be submitted to the Planning Division (*see page 1*).

SELF-CERTIFICATION AND PENALTIES

You may obtain the permit and defer the site inspection requirement by agreeing to self-certification of compliance with all conditions of approvals. Violation of the conditions of approval and the self-certification agreement shall result in a citation of \$500 per AMC Sec. 1.13.010 and immediate revocation of the Temporary Outdoor Use Permit. A new permit shall not be issued for a period of 90 days. This permit shall be canceled upon the state and/or County Health Department allowing full service dining and personal services to resume. This permit may be revoked by the City at any time in its sole discretion for any reason including noncompliance, unsafe conditions, or discontinuation of the program. If the Restaurant / Business Owner desires to maintain outside dining privileges once the temporary program ends, it will be necessary to obtain a permanent Permit.

BY SIGNING THIS PERMIT, I hereby certify that the facts, statements, and information presented within this application form are true and correct to the best of my knowledge and belief. I hereby that I understand and certify under penalty that the above requirements and conditions have been met and agree to defer the inspection requirement. I hereby understand that this permit shall be valid as of _____, **2020**, for a period of 90 days with the possibility of renewal for additional periods with revised conditions as updated by state or County Health Department.

Applicant's Signature: _____ Date (*Applicant*): _____Planner's Signature: _____ Date (*Planner*): _____