



Department of Planning & Community & Economic Development

Building Inspection Division

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Outdoor Eating Area – Private Property Submission Checklist

Parking Lot / Site Plan Approval Application Checklist. Fill out address and contact information at top of page.

Proposed outdoor eating area will be:

Seasonal/temporary (April 15 - November 15 annually)

Permanent (year-round)

Scaled site plan(s). Seasonal/temporary outdoor eating areas are required to submit two site plans: one for when the temporary outdoor eating is in use and one for when the temporary outdoor eating area is removed. Site plan must be drawn to scale and be an accurate representation of site.

Site plan(s) must include:

Scale (for example 1" = 20'). All site plans must be drawn to scale.

Bicycle parking – location of racks and number of spaces. If bicycle parking is displaced, it must be replaced in a suitable location.

Automobile parking – striping, number, location, and dimensions

Accessible automobile parking spaces and access aisles - striping, number, location, and dimensions. If parking spaces are still provided and accessible parking spaces are displaced, they must be replaced in a suitable location.

Table and seating – location of tables and number of chairs or seats per table

Dumpster and dumpster enclosure location

Fence and gate location

Landscaping (if applicable)

Impervious surface to pervious surface ratio (if applicable)

Fence details that show:

At least 36" in height

Bottom no more than 6" from the ground

Materials

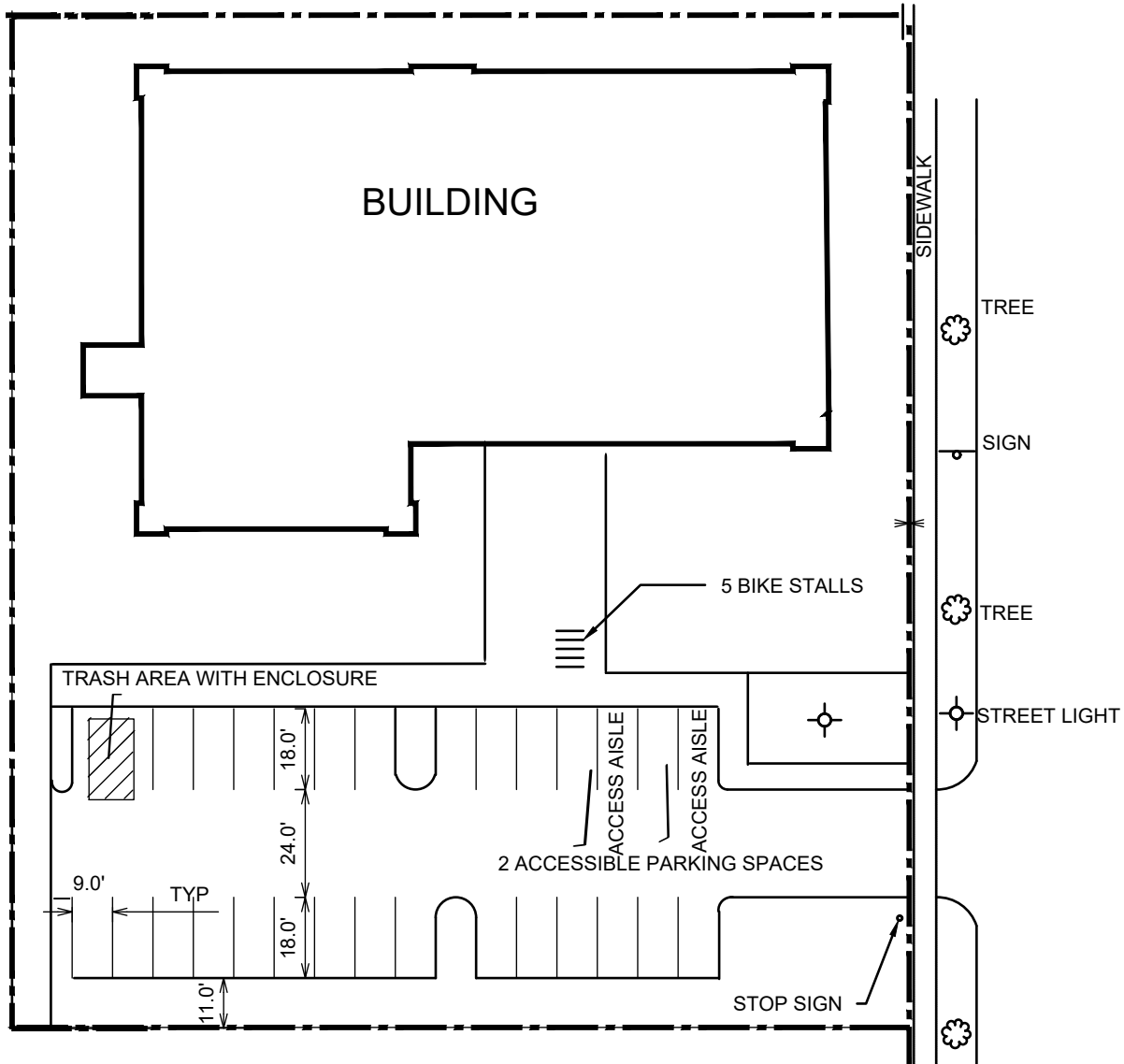
How the fence will be constructed of a stable, rigid, wind-resistant, self-supporting framework

EXAMPLE SITE PLAN - Without Outdoor Eating Area

SCALE: 1" = 40'



Site Address: 123 Example St
Capacity: 60 (no change)
Number of bicycle stalls: 5
Total number of parking stalls: 26
Number of accessible parking stalls: 2

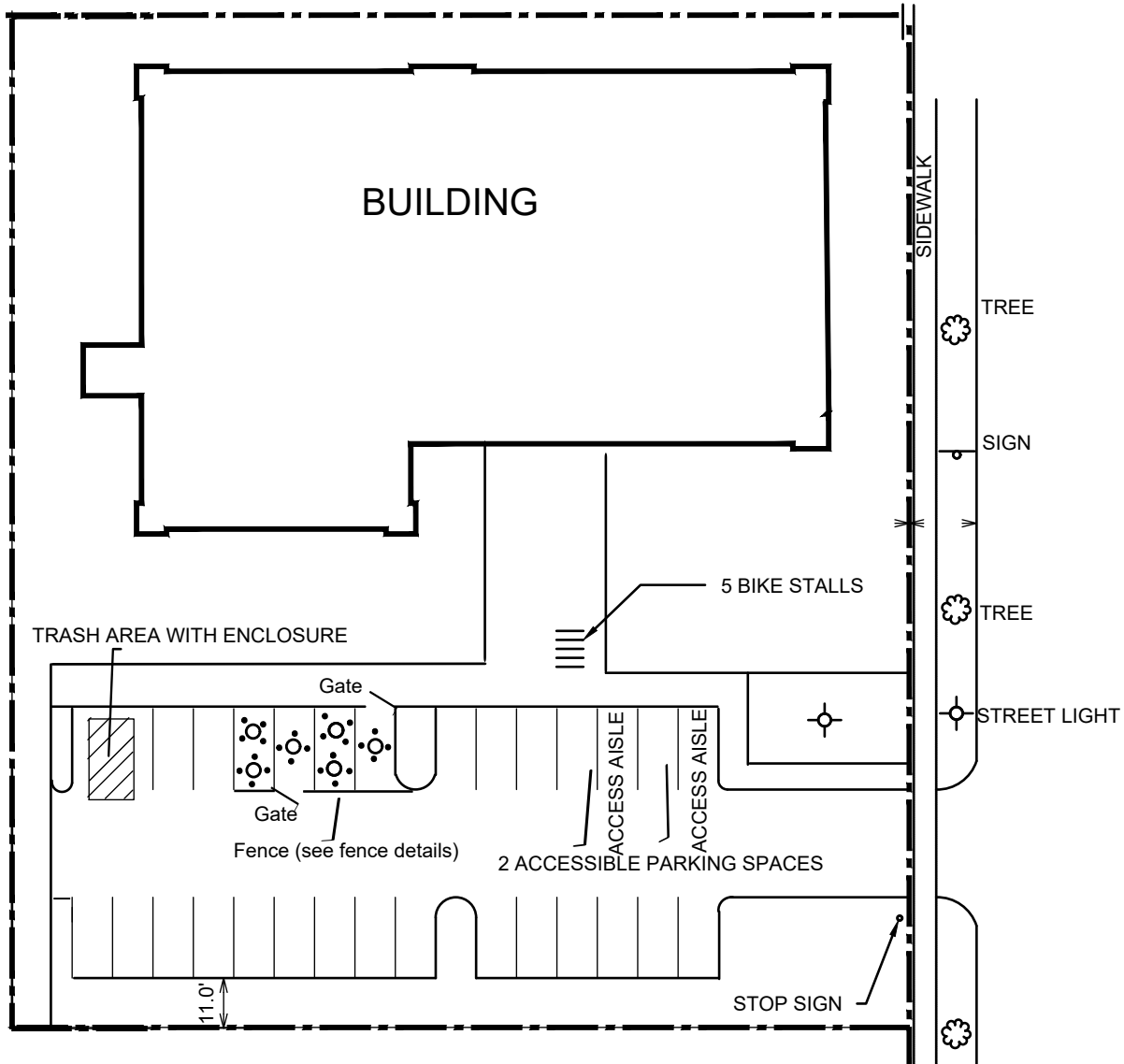


EXAMPLE SITE PLAN - With Outdoor Eating Area

SCALE: 1" = 40'



Site Address: 123 Example St
Capacity: 60 (no change)
Number of bicycle stalls: 5
Total number of parking stalls: 22
Number of accessible parking stalls: 2



EXAMPLE FENCE DETAILS

Height: 36" tall

Distance from ground: Bottom is 1" from ground

Material: Steel

Self-supporting method: Will be bolted into the pavement

