

9.1 APPLICATION MATERIALS AND CHECKLIST

Note: Clearly label all drawings, maps, and photos

- Provide a copy of existing Certificate of Occupancy issued for interior restaurant (seating chart not required).
- If applicable, provide a copy of the existing Certificate of Occupancy and a seating chart for the outdoor dining area.
- Provide a Statement of Consent from the property owner to include the owner's name, title, address, phone number, and email.
- Provide the following items that depict the EXISTING site, including area where outdoor seating is proposed:
 - Aerial map
 - Photographs
 - If available, a survey plat, drawings, or existing plans
- Provide a plat/site plan that shows the PROPOSED outdoor cafe. The plat/site plan must be inclusive and show the following:
 - A dimensioned site plan drawing showing the general layout of the sidewalk area and building frontage.
See Figure 9.2 for an example sidewalk café site plan.
 - Existing site conditions, including any streetscape items previously listed (tree pits, etc.)
 - Location and number of seats and tables
 - Clearly defined entry and exit points
 - Dimensions of outdoor café (length and width)
 - Minimum clear sidewalk width of 6 feet for pedestrian passage on public sidewalk and in public space or greater dimension if required by approved site plan conditions.
 - Location of the barrier surrounding outdoor cafe (required if subject to ABC license)
 - Distance between outdoor café and restaurant entrance (must be less than 100 feet if subject to ABC license)
 - Other temporary elements, such as tents, canopies, umbrellas, planters, etc.
 - Portable outdoor heaters and/or heating elements
- Plans must establish that the approved means of egress from the existing building are not blocked, diminished, or altered because of the outdoor café.