

## MAIN STREET OUTDOOR USE PERMIT CHECKLIST



Applications for a Main Street Outdoor Use Permit in the public right-of-way shall include the following:

- Business Information
- Project Description
- Photos of Existing Site
- Project Site Plan/Conceptual Rendering
- Encroachment Permit

Checklist items for Main Street Outdoor Use Permit applications are described in further detail below. Planning Application forms and checklist materials are available on the City's website at: [www.sealbeachca.gov/Departments/Community-Development/Planning-Development/Planning-Forms](http://www.sealbeachca.gov/Departments/Community-Development/Planning-Development/Planning-Forms)

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### APPLICANT/BUSINESS INFORMATION

Provide business information, contact information for the applicant and entity responsible for maintaining/operating the outdoor use area, and signatures authorizing the application and liability release agreement (an agreement wherein the recipient of the permit agrees to hold the City harmless from liability arising from the operating of the outdoor use area, if within public right-of-way). Businesses are responsible for ensuring they have an active Seal Beach business license issued to the business owner.

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### PROJECT DESCRIPTION

Provide a brief cover letter with a description of the proposed installation. Describe intended operating plan, including activity proposed within space, proposed hours of operation, and maintenance plans. All Main Street Outdoor Use applications should include a description of the type, color and material proposed for outdoor furnishings, such as tables, chairs, barrier systems, planters, signs, benches, etc.

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### PHOTOS OF EXISTING SITE

Applicants should include at least two photos showing the proposed location for the Main Street use area. The photos should show the proposed dining area space and any unusual characteristics of the site.

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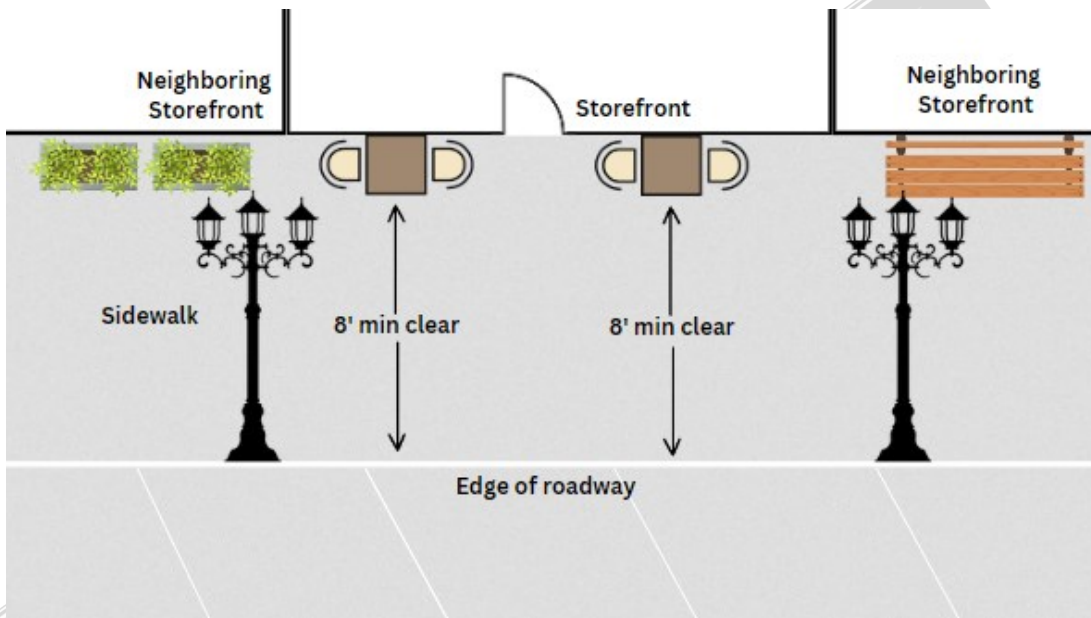
### PROOF OF LIABILITY INSURANCE

Prior to approval of Main Street Outdoor Use Permit for installations in the public right-of-way, applicants will also need to provide proof of liability insurance meeting City standards, including naming the City as additionally insured for the term of the permit approval.

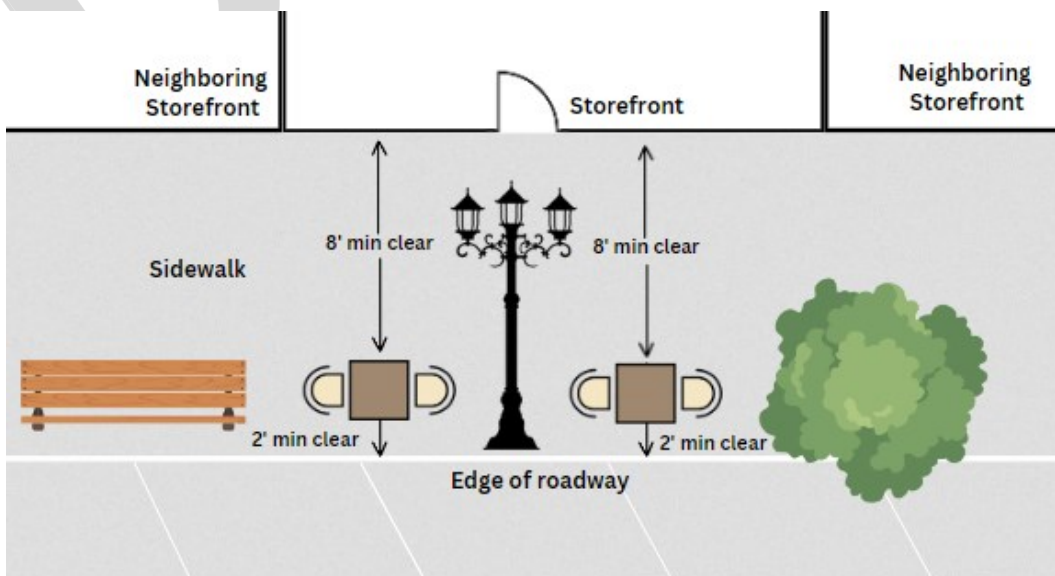
# MAIN STREET OUTDOOR USE PERMIT CHECKLIST

## PROJECT SITE PLAN / CONCEPTUAL RENDERING

Provide a site plan for the proposed installation, drawn to scale. This can be done by hand or digitally. Applicants are not expected to have professional plans drawn. Plans should identify distance to nearest curb, location of any adjacent utilities, street furniture, lighting and landscape features. Plans should also identify the number, size and configuration of tables and chairs proposed, type of barrier system to be used if Alcohol will be served (Alcohol Beverage Control compliant) sidewalk clearances and obstructions in the vicinity and other furnishings to be included in the dining area.



1. Example Site Plan



2. Example Site Plan

## MAIN STREET OUTDOOR USE PERMIT CHECKLIST

Main Street Outdoor Use Permit holders are required to comply with the following operating standards. **Please read the following carefully and initial each section to indicate your understanding and agreement:**

- \_\_\_\_\_ Permittees are required to comply with all State Alcoholic Beverage Control (ABC) Board requirements.
- \_\_\_\_\_ Hours of sidewalk operation shall not begin prior to 7:00 a.m. nor extend later than 10:00 p.m.
- \_\_\_\_\_ Eight feet of unobstructed clear space of travel for pedestrians shall be maintained free and clear of any existing obstacles (street furniture, utilities, etc.) to the satisfaction of the Community Development Director. Such clear pathway shall link continuously with pathways on each side of the property and shall allow a minimum clear space of eight feet at all times. These minimum widths are to ensure compliance with ADA standards and reduce liability concerns due to shifting tables, wait staff or other obstructions which can reduce the effective width.
- \_\_\_\_\_ Tables and chairs placed at the edge of the roadway shall allow for at least two feet from the edge of the curb to the start of the table or chair.
- \_\_\_\_\_ Where umbrellas and awnings are used, a vertical clearance of at least seven feet above the sidewalk must be maintained and eight feet clear path of travel.
- \_\_\_\_\_ Items within the Main Street outdoor use areas, except for benches and greenery, may not be left when not in use or past 10:00 p.m., unless property is secured to the satisfaction of the Community Development Director.
- \_\_\_\_\_ Outdoor use areas shall be confined to the area shown on the approved site plan and shall not interfere with building egress.
- \_\_\_\_\_ Outdoor use areas must be maintained in a clean and safe condition at all times with appropriate provisions for trash disposal.
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- \_\_\_\_\_ The operation must meet all required County Health Department standards, obtain any necessary permits and service to the areas shall be conducted in a safe manner at all times.
- \_\_\_\_\_ The permit issued shall not be transferable in any manner, unless approved by the City with submittal of a new application reflecting new ownership.
- \_\_\_\_\_ Main Street outdoor use areas shall in no way interfere with access to City utilities.
- \_\_\_\_\_ Smoking shall be prohibited in the outdoor use areas.

## MAIN STREET DINING APPLICATION CHECKLIST

- \_\_\_\_\_ Issuance of the Main Street outdoor use permit shall not permit or allow the placement of any permanent or temporary structure or improvement on public or private property in violation of any state or federal accessibility law, including the Americans with Disability Act, or prohibit or suspend immediate code enforcement action deemed necessary by the Building Official, City Engineer, or any other authorized enforcement official of the City, to remedy or abate: a dangerous condition or activity; any activity presenting imminent threat or harm to the health, safety or welfare of the community; any violation of state or federal accessibility law; or any unauthorized activity on private property or in the public right-of-way. Permit holders are responsible for ensuring accessibility and ADA compliance of their Main Street dining areas.
- \_\_\_\_\_ All propane cylinders used for outdoor gas heaters shall be stored and secured pursuant to regulations in the California Code of Regulations and California Fire Code. Cylinders placed in the public right-of-way shall be safely secured and locked with the heater enclosure or stored in vented safety cages or cabinets in a flat area that does not collect water and is adequately shielded from pedestrian and motor vehicle traffic.
- \_\_\_\_\_ Merchandise, such as clothing racks, clothing bins, and clothing shelves are not permitted on public property along Main Street. Property owners must go through an outdoor display minor use permit or conditional use permit for the outdoor display of merchandise on private property.