



# CITY OF SOUTH PASADENA

## Public Works Department

414 Mission St. - South Pasadena - Ca. 91030 - (626) 403-7240\_P - (626) 403 7241\_F  
publicworkspermits@southpasadenaca.gov

### Application For SIDEWALK DINING PERMIT

Permit Number: \_\_\_\_\_

Permit & Inspection, Initial Fee: \$146.00 + \$4.70/sf/

Permit & inspection, Renewal: \$110.00 + \$4.70/sf/year

Total Permit Fee: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Site Address: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tele: \_\_\_\_\_ fax: \_\_\_\_\_

Applicant: \_\_\_\_\_

Tele: \_\_\_\_\_ fax: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Email \_\_\_\_\_

Requested Term: \_\_\_\_\_ months Distance from face of curb to property line: \_\_\_\_\_ ft

Store Frontage: \_\_\_\_\_ feet Proposed Dining Area: \_\_\_\_\_ sq.-ft.

**Seating Capacity of dining area: ( 4 persons per 10 ft of store frontage):** \_\_\_\_\_

Number of each of the following:

Tables \_\_\_\_\_ type & size: \_\_\_\_\_

Chairs \_\_\_\_\_ Planters \_\_\_\_\_ Umbrellas \_\_\_\_\_ Benches \_\_\_\_\_

Other \_\_\_\_\_ description: \_\_\_\_\_

This application, along with the Sidewalk Dining Plan are to be submitted to the Public Works Department for review and approval. If approved the applicant shall supply the following prior to issuance of the permit:

- 1.) General Liability Insurance of \$1,000,000. (City of South Pasadena as the additional insured)
- 2.) Permit and Inspection Fee

**\*\* For Office Use Only \*\***

Approved      or      Denied (circle one)                      By: \_\_\_\_\_      Date: \_\_\_\_\_

Initial Inspection By: \_\_\_\_\_                      Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Void Dates: \_\_\_\_\_

Start Date: \_\_\_\_\_                      Expiration Date: \_\_\_\_\_

**Terms and Conditions for Sidewalk Dining Permit:**

**GENERAL**

- 1.) A \$1,000,000 liability insurance policy naming the City of South Pasadena as the additional insured must be provided and current during permit dates.
- 2.) The permit for sidewalk dining shall be void on certain days as specified in the permit, or as notified by the City by a ten day written notice.
- 3.) A monthly rental fee shall be paid in the amount and frequency established by the City's Fee Resolution.
- 4.) The term of permit shall be determined by the City Manager or his designee to provide periodic review of compliance with the conditions of this resolution. Substantial non-compliance may result in the suspension or revocation of the permit at the sole discretion of the City Manager or his designee. The maximum term of a sidewalk dining permit shall be twelve (12) months.
- 9.) Decorative lighting that might interfere with the safe operation of vehicles or be glaring to pedestrians shall not be used.
- 10.) The dining area shall be clearly delineated .
- 11.) Dining area shall not exceed 50% of the sidewalk area between the property line and the curb line.
- 12.) Sidewalk dining shall be limited to seating to four (4) persons per 10 feet of store frontage in either bench or chair.
- 13.) Umbrellas may not display signs or advertisements and must not obstruct the view of pedestrians or vehicular traffic in such a way to create a safety hazard.
- 14.) Chairs and benches shall be of high quality materials and reflect appropriate community design themes.

**DINING AREA DESIGN**

- 5.) The term of permit shall be determined by the City Manager or his designee to provide periodic review of compliance with the conditions of this resolution. Substantial non-compliance may result in the suspension or
- 6.) All provisions of the American Disabilities Act and Title 24 are to be complied with in full.
- 7.) Heavy planters must be clear of any access to basements, utility boxes, vaults or manhole access. Planter placement to be shown on plans and subject to approval by the City Engineer.
- 8.) Objects placed on sidewalk shall not interfere with the safe line-of-sight distance of vehicles resulting traffic safety.
- 15.) Heat lamps or heaters are not allowed within the dining area.
- 16.) No table, chair, umbrella, planter or other item may extend beyond the designated dining area

**CLEANING & MAINTENANCE**

- 17.) The sidewalk must be kept clear of litter and debris at all times. The sidewalk shall be swept and mopped at the end of the business day if food is consumed in the sidewalk area.
- 18.) The sidewalk dining area shall be cleared of all tables, chairs, umbrellas, planters and other obstacles at the end of each business day.