



# Temporary Outdoor Dining and Curbside Retail Application

---

Complete and return to:

Community Services Department – Recreation Division

3230 Macdonald Avenue, Richmond CA 94804

(510) 620-6793 - direct

(510) 620-6583 – fax

Or email to: [CSDregistration@ci.richmond.ca.us](mailto:CSDregistration@ci.richmond.ca.us)

This application has been reviewed and approved by: \_\_\_\_\_

Community Services Department



# Temporary Outdoor Dining and Curbside Retail Application

## Application Checklist

- Completed Temporary Outdoor Dining and Curbside Retail Application
- Outdoor Seating Plan that meets the requirements in the Contra Costa County/City of Richmond
- Safety Standards Plans, including location of tables, number of seats, location of other stations (i.e. server station), foot traffic flow, indication of any coverings/ umbrellas and other items in the area.
- Certificate of Liability Insurance with endorsement naming the City of Richmond as additional insured

Certificate Holder: City of Richmond  
 Civic Center Plaza, 1<sup>st</sup> Floor  
 Richmond, CA 94804

Business Information		
Application Date		
Name of Business		
Business License # Account ID		
Address of Business	Street Name	
	Street Number	Unit Number

Owner Information			
Name of Owner:			
Address of Owner:	Street Number/Name		
	City	State	Zip Code
Phone Numbers of Owner	(Daytime)	(24 hour)	



# Temporary Outdoor Dining and Curbside Retail Application

**REQUIREMENTS:**

Description of Proposed Outdoor Seating Area  Curbside Retail

1. Site Plan shall include a DIAGRAM of the precise area of proposed dining area or Curbside Retail including the arrangement of outdoor dining furniture, perimeter fencing, café umbrellas, and any other equipment.

2. Include plans to comply with Americans with Disabilities Act (ADA) requirements

3. Include Plans for Safe Spacing and Seating Options graphics, areas designated for Pick-up or Take-Out Food.

4. Days of Operation/ Hours of Operation

5. Please SUBMIT completed Site Plan Descriptions and requirements including a diagram of proposed Outdoor Dining or Curbside Retail on a Separate sheet and attach on this page.

6. Are there other businesses conducting outdoor operations on this private property?  Yes  No

Please read and download the City's [ADA Requirements](#).

For Outdoor Seating Area  Curbside Retail

View the [Safety Standards and Checklist](#) for Restaurants or Curbside Retail on the State's Website.

Read and retain as your Guide – [The Contra Costa County Environmental Health Interim Guidance](#) for Outdoor Dining which contains information regarding conditions and/or limitations.

By checking this box, you agree that you have read all applicable City's Regulations and State and County Standards for operations.

Signature:

Date :

Print Name:



# Temporary Outdoor Dining and Curbside Retail Application

## Section I: FIRE AND POLICE

Please provide a site plan: first aid stations, event staging, tents. A Fire Department inspection is required for all tent structures if size is 20'x20' or larger.

YES	NO	DESCRIPTION	YES	NO	
		Electricity used			Additional Power to be used on site
		Fenced Area or Limited Access Area			Lighting
		Generators used			Tents: Fire Dept. conditions apply. See following <a href="#">Tent Permit Application</a> :
		Other			

Outdoor Extension Cords- must be 3-prong UL.  
Please Describe usage:

Roadways must have a minimum 20 feet of clearance for emergency vehicle access.

Alcohol Service. Restaurants and food establishments licensed by the State of California will be permitted to sell and allow on premise consumption of alcoholic beverages within expanded dining areas within the public right-of-way. The seating area for restaurants providing alcohol service must be physically separated from any adjacent outdoor dining areas of other establishments by a barricade or other means of separation. Alcohol service is only allowed under full-service conditions and alcoholic beverages consumed in the outdoor dining premises are not allowed to be provided in to-go containers. Establishments that serve alcoholic beverages in the outdoor dining area shall be required to meet all requirements of the Alcoholic Beverage Control Board and any other federal, state, or local laws and regulations governing the sale and consumption of alcoholic beverages.

For restaurants providing Alcohol Service, applicants shall provide evidence of Certificate of Liability Insurance and Endorsements.

ABC 218 – COVID-19 Temporary Catering Authorization Permit: The California Department of Alcoholic Beverage is offering a temporary catering permit to allow businesses with valid ABC Permits to serve alcohol on adjacent premises. For more information and to apply for ABC 218, please visit the Department of ABC's website on ABC-218 CV19 at <https://www.abc.ca.gov/wp-content/uploads/forms/ABC-218%20CV19.pdf> Please attach a copy of your ABC 218 Temporary Catering Authorization Permit application, if applicable.

### CITY DEPARTMENT APPROVALS – office use only

FIRE DEPARTMENT SIGNATURE/DATE:

COMMENT:

POLICE DEPARTMENT SIGNATURE/DATE:

COMMENT:



# Temporary Outdoor Dining and Curbside Retail Application

**Section II: ENGINEERING AND WATER RESOURCE RECOVERY**

**Street Closure**

Street Parking eliminated?  Yes  No  
 If Yes, complete the following forms, sign and submit:

Traffic, Parking and Overflow Plan

[Road Closure Permit Issuance Requirements Form](#)

List (or attach a copy) the Street(s) to be closed below

List of Street (s)	Date(s)	Time(s)

**For Street Closures affecting Bus Route**

<b>PLEASE TAKE NOTE</b>	<p><b>Contact AC Transit for Approval</b>                  Construction and Event Notification                  Customer Service: 510-891-4777 Opt2                  Email: <a href="mailto:hrfeedback@actransit.org">hrfeedback@actransit.org</a></p>	<p>Visit the following link to notify AC Transit of special events that might require street or bus stop closures, or any other possible services disruption.  <a href="http://www.actransit.org/customer/contact-us/detour-notification/#constructionevent">http://www.actransit.org/customer/contact-us/detour-notification/#constructionevent</a></p>
	<p><b>AC Transit Signature/Date:</b>                  _____</p>	

**Temporary Markings within Public Right-of-Way**

Will your event include any temporary markings within the Public Right-of-Way, including pavement, sidewalk, curb and gutter, etc.?  Yes  No  
 Describe the nature and extent of the proposed temporary markings. \_\_\_\_\_  
 \_\_\_\_\_  
 Describe the proposed material for temporary markings. \_\_\_\_\_  
 \_\_\_\_\_  
 Date temporary markings will be installed: \_\_\_\_\_ Date temporary markings will be removed \_\_\_\_\_  
 Method of removal of temporary markings: \_\_\_\_\_

**Signs/Banners**

Will signs/banners be posted?  Yes  No

If yes, submit the following: Submit a list of locations where posted Include a copy of the sign with dimensions	If hiring a firm to post event signage- provide name and copy of contract for sign posting.  Note: All signs must be removed within 48 hours after event to avoid being issued a citation.
--	--

**Sanitation and Guidelines**

**Waste Reduction and Recycling Strategy -**

- Any applicant requesting permission for the temporary use of a public street, public site or facility within the City of Richmond for a civic, commercial, recreational or social event, and that anticipate generating solid waste such as, but not limited to paper, beverage containers of food, shall develop a waste reduction and recycling strategy as required by the California Integrated Waste Management Board.

**Recycling**

- For event participations to recycle containers that have California Redemption Value (CRV) (plastic water/soda bottles, aluminum cans, glass bottles, and cardboard), there must be beverage containers available.



# Temporary Outdoor Dining and Curbside Retail Application

## Trash Receptacles

- Trash receptacles shall be provided at a ratio of 1 per every 3 dining tables.
- Trash receptacles located in the public Right-of-Way shall be staged a minimum distance of 20ft away from any storm drain inlet.

## Cleaning of Grounds

- Shall consist of dry sweeping and washing using high pressure low water only.
- Washing using low pressure high volume water (i.e. garden hose) cleaning is not permitted.
- Permittee is not allowed to use cleaning agents during the wash process unless they are able to capture ALL wastewater generated and dispose of it in an approved manner.

## Temporary drain cover(s)

- Seal(s) shall be provided for all storm drain inlets located on the property.

See below link for sample drain seal [https://www.uline.com/Product/Detail/H-8681/Spill-Containment/Drain-Seal-24-x-24?pricode=WB9571&gadtype=pla&id=H-8681&gclid=EAlaIqobChMI\\_cnWnPTU6gIV8QI9Ch1VeQcKEAQYASABEgKr7PD\\_BwE&gclsrc=aw.ds](https://www.uline.com/Product/Detail/H-8681/Spill-Containment/Drain-Seal-24-x-24?pricode=WB9571&gadtype=pla&id=H-8681&gclid=EAlaIqobChMI_cnWnPTU6gIV8QI9Ch1VeQcKEAQYASABEgKr7PD_BwE&gclsrc=aw.ds)

## Portable Toilet Units

- Units located in the public Right-of-Way shall be staged a minimum distance of 50ft away from any storm drain inlet.
- A secondary spill containment pan shall be provided for all portable units. A copy of the service contract shall be provided which indicates that the portable toilets and hand washing units shall be serviced regularly (i.e. 1x/per week, 2x/per week, etc.)

### CITY DEPARTMENT APPROVALS – office use only

ENGINEERING DEPARTMENT SIGNATURE/DATE:

COMMENT:

WATER RESOURCE RECOVERY DEPARTMENT SIGNATURE/DATE:

COMMENT

### Section III: Parklet Program

If retail or restaurant requests are being submitted to occur within public on street parking spaces or as an extension of the parking curb it is considered a **parklet use** for which specific requirements must be met, approved and permitted through Transportation Services’ existing permitting process (in coordination with Engineering) and existing fee schedule. If the curb and public parking stalls are being requested for use please contact Transportation Services Department at [Richmondparking@ci.richmond.ca.us](mailto:Richmondparking@ci.richmond.ca.us) and phone (510) 621-1718.

### CITY DEPARTMENT APPROVALS – office use only

TRANSPORTATION SERVICES DEPARTMENT SIGNATURE/DATE:

COMMENT:



# Temporary Outdoor Dining and Curbside Retail Application

## Section IV: INSURANCE

The undersigned organization has read the Temporary Outdoor Dining and Curbside Retail Guidelines of the City of Richmond and agrees to follow and abide by the regulations and procedures therein.

- Anyone holding a Special Event at the City of Richmond must provide the City of Richmond with a “Certificate of Insurance” demonstrating a comprehensive general liability coverage listing “The City of Richmond, it’s Council, Community Services Department and their officers, employees and agents “as additional insured”, with a limit of liability not less than \$1,000,000 per occurrence combined single limit for personal injury and damage to property. The endorsement page stating the Additional Insured shall be attached to the Certificate of insurance. NOTE: If alcoholic beverages are involved, special conditions apply. Additional Liquor Liability insurance will apply.

### INDEMNIFICATION

Applicant shall indemnify and hold the City of Richmond, its agents, officers and employees harmless from and against:

- a) Any and all liability, claims, suits, actions, damages, penalties, costs including legal costs; and/or
- b) Causes of action whatsoever for any personal injury, bodily injury, loss of life or unforeseeable damage to the property arising from any incident, occurrence; or
- c) Conditions related to the privileges granted by this permit.

The applicant agrees that any expenses incurred by the City of Richmond due to failure of the applicant to adhere to the guidelines and conditions of the permit shall be the legal and financial obligation of the applicant.

The permit application is not approved/effective until all signatures from city departments have been obtained.

Property is available on a first-come, first serve basis, and is not considered reserved until an application is approved and the initial fees have been paid.

## Section V: CONDITIONS OF APPLICATION

1. The applicant responsible for the temporary event must be an owner or tenant on the affected street.
2. The closure of the street affected by the temporary event must not cause a significant hardship to pedestrians or vehicular traffic. Alternate routes must be available for public and emergency vehicles.
3. Temporary Markings within Public Right-of-Way
  - Any event markings or signs within the Public-Right-of Way, including pavement, sidewalk, curb and gutter, etc., shall be of a temporary nature and shall be removed upon completion of the event.
  - Use of self-deteriorating or easily removable markings is encouraged and shall not relieve the duty of the event organizer to remove the markings after the event.
4. The temporary event street closure shall be for a period less than twenty-four (24) hours each day.
5. Applicant shall adhere to all ordinances, resolutions and policies of the City of Richmond pertaining to events in the public right-of-way or which are otherwise in effect.
6. Applicant shall conduct all activities in such a manner that the health and safety of the public are not negatively impacted.
7. The petitioner agrees to indemnify and hold harmless the City of Richmond, its officers, agents and employees from and against all losses, claims, demands, payments, suits and judgments of every nature and description and description brought or recoverable against it or them (the City, *et al*) by the petitioner(s) and permittee, their agents or employees or third parties arising out of or in any way attributable to the above job.
8. The City maintains the right to cancel approval of the road closure at any time.
9. The following are required emergency procedures to follow when conducting an outdoor event or residential block party:



# Temporary Outdoor Dining and Curbside Retail Application

Prepare an Emergency Plan to address the following issues:

A) The emergency plan should identify all persons assigned to execute the emergency plan operation, the method to alert the personnel (i.e., bullhorn, whistle, bell, etc.), and the response to put into action for the emergency situation.

B) MEDICAL AID- Know the location of first-aid kits; identify people who have knowledge of CPR and/or medical background.

C) FIRE EMERGENCIES

- Provide fire extinguishers/extinguishing equipment, garden hoses, etc., for all cooking areas.
- Fire hydrants shall not be blocked at any time by vehicles, tables, decorations, etc....
- A minimum three-foot clearance must be maintained around hydrants at all times and a clear unobstructed path from the street to the hydrant.
- Vehicles may not be parked within ten feet of either side of the hydrant.
- Ropes or other objects shall not be attached to fire hydrants at any time.

D) EMERGENCY ACCESS:

MUST BE PROVIDED (moving barricades, tables, etc.) WHEN NECESSARY.

- In the event an emergency vehicle must enter the street, a minimum twenty (20) foot wide road clearance must be created for the emergency vehicles.
- At all times during the street closure, certain persons shall be designated to be available to move barricades, tables, chairs and any or all structures if necessary.
- If approaching emergency vehicles sirens are heard in your neighborhood, the designated personnel must immediately go to the barricades and standby, as the responding vehicles may need access to your street.
- Having this standby procedure will prevent any delay for the emergency vehicles.

10. Additional permits may be required and fees assessed.

11. Event Planner must satisfy any and all application conditions the City may specify for a particular event.

12. Any additional fees for damages, lost items, or failure to comply with the Temporary Outdoor Dining and Curbside Retail guidelines will be submitted to the event planner after the event's conclusion, and are due and payable upon receipt.

I AGREE TO COMPLY WITH THE ABOVE REQUIREMENTS.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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





## PLANNING APPLICATION FORM

### IMPORTANT NOTICE TO APPLICANT!

**Applicants are strongly encouraged to contact their neighborhood council prior to submitting an application to be reviewed or heard by the Design Review Board or the Planning Commission. Neighborhood council contact information is available at the Planning Division information counter.**

#### APPLICATION TYPE(S)

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Plan Amendment/Rezone      | <input type="checkbox"/> Variance                    | <input type="checkbox"/> Certificate of Compliance    | <input type="checkbox"/> Zoning Verification Letter  |
| <input type="checkbox"/> Zoning Ordinance Amendment | <input type="checkbox"/> Design Review Permit        | <input type="checkbox"/> Lot Line Adjustment          | <input type="checkbox"/> Over-the-Counter Plan Check |
| <input type="checkbox"/> Conditional Use Permit     | <input type="checkbox"/> Zoning Administrator Permit | <input type="checkbox"/> Historic Preservation Permit | <input type="checkbox"/> Other:                      |
| <input type="checkbox"/> Administrative Use Permit  | <input type="checkbox"/> Tentative Parcel Map        | <input type="checkbox"/> Sign Permit                  |  |
| <input type="checkbox"/> Temporary Use Permit       | <input type="checkbox"/> Tentative Tract Map         | <input type="checkbox"/> Fence Permit                 |  |

#### PROJECT INFORMATION

**Site Address:**

.....

**APN(s):**

.....

**Project Description:**

.....

#### PROPERTY OWNER ACKNOWLEDGEMENT & AUTHORIZATION

**Property Owner's Name:**

.....

**Mailing Address:**  
 (Street, City, State, Zip)

.....

**Phone:**

**Fax:**

**Email:**

I recognize that this application is subject to the California Environmental Quality Act (CEQA). The City, in granting this application, may attach any conditions necessary to insure that the proposal will not be detrimental to the welfare of property or persons residing or working in the neighborhood or in the City. I further certify that the information and exhibits submitted for this proposal are true and correct. In signing this application, I, as property owner, have full legal capacity to, and hereby do, authorize the filing of this application. I understand that conditions of approval are binding. I agree to be bound by those conditions, subject only to the right to object at the hearing on this application or during the appeal period.

**X** \_\_\_\_\_  
 Signature Date

#### APPLICANT ACKNOWLEDGEMENT & AUTHORIZATION

**Applicant's Name:**

.....

**Mailing Address:**  
 (Street, City, State, Zip)

.....

**Phone:**

**Fax:**

**Email:**

In signing this application, I, as applicant, represent to have obtained authorization of the property owner to file this application. I agree to be bound by conditions of approval, subject only to the right to object at the hearing on this application or during the appeal period. If this application has not been signed by the property owner, I have attached separate documentation of full legal capacity to file this application and agreement to conditions of approval, subject only to the right to object at the hearings or during the appeal period.

**X** \_\_\_\_\_  
 Signature Date

#### PLANNING DIVISION USE ONLY

**File No.:**

**Intake Staff:**

**Applied Date:**