



## CHECKLIST FOR SUBMITTAL - TEMPORARY MASTER LICENSE FOR NEW OR EXPANDED OUTDOOR OPERATIONS RESTAURANT/RETAIL USES

**SUBMITTAL REQUIREMENTS.** The following information is required for a complete application. Please contact the Planning Division to schedule a meeting to review this checklist, if you have any questions, and confirm specific requirements. Once complete, submit your digital application package with plans via email to [zoning@cityofconcord.org](mailto:zoning@cityofconcord.org)

- 1. APPLICATION FORM.** Provide the name and contact information for the property owner, the applicant, and any consultant involved with this application. The signature of the applicant/business owner and the property owner or a letter authorizing submittal of this application by the property owner is required.
- 2. WRITTEN STATEMENT.** Written justification to support your application request.

**PLAN SUBMITTAL REQUIREMENTS.** All applications and plan submittal packages shall be submitted digitally to the Planning Division e-mail address above, as described below.

**Plans shall be fully dimensioned and are encouraged to be drawn at a consistent scale throughout all plans. Formatted for printing to 11" x 17."**

The following plans comprise a development plan set:

- 3. SITE PLAN.** Plan shall be completely dimensioned and are encouraged to be drawn at a consistent scale of 1"= 10' scale or larger, with scale noted, a graphic bar scale, and north arrow. Plans shall include the following:
  - a. Identification of Outdoor Operations Area, dimensioned property lines, adjacent street names, parking areas and drive aisles, and vicinity map.
  - b. The location and use of all existing and proposed structures and improvements, equipment, and conditions related to the proposed project. If relevant to the site, include without limitation any and all poles, posts, pedestals, traffic signals, towers, streets, sidewalks, pedestrian ramps, driveways, curbs, gutters, drains, manholes, fire hydrants, equipment cabinets, antennas, cables, trees, and other landscape features.
  - c. Location of all furniture, umbrellas, potted plants, menu board, fencing or other barriers defining the area, and any proposed lighting.
  - d. Show improvements immediately surrounding the restaurant/retail use such as the entrance to the restaurant/retail store, entrances to neighboring units, walkways, the curb and sidewalk, and parking areas. Indicate name(s) of adjacent street.
  - e. Dimensions between tables, potted plants, fencing or other barriers, and dimensions to adjacent property lines.

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- f. Site Plan Summary Table with the following information:
  - Square footage of the Outdoor Operations Area, including outdoor dining area, merchandise display area, and/or curb-side pickup area.
  - Amount of proposed seating.
- g. Location and type of existing and/or proposed exterior lighting, both fixed to the building and free standing, and any and all lights for circulation, security, landscaping, building accent, or other purpose.
- 4. FURNITURE DETAILS.** If available, include brochures, webpage, or color photos of proposed tables, chairs, umbrellas, planters, barriers and menu board.
- 5. PHOTOS.** Several photos of the proposed Outdoor Operations Area to be used for dining, merchandise display, and/or curbside pickup shall be submitted.
- 6. SERVICE OF ALCOHOLIC BEVERAGES.** Service and consumption of alcoholic beverages requires a license by the Department of Alcoholic Beverage Control within the area of the Special Outdoor Operations Area (Sec. 18.200.190). **Please indicate whether you plan to serve alcoholic beverages within the Outdoor Operations Area on the application and acknowledgement form.**
- 7. ACKNOWLEDGEMENT FORM.** Included on pages 3 and 4 of Application.
- 8. TEMPORARY ENCROACHMENT PERMIT APPLICATION.** Only necessary if area of outdoor operations is within the public right of way (ROW). Not required if on private property.

**STAFF USE ONLY**

DATE OF SUBMITTAL:

STAFF ATTENDING:

DATE OF REVIEW MEETING:

ADDITIONAL ITEMS REQUIRED:

**PLEASE CALL THE PLANNING DIVISION AT (925) 671-3152 FOR ANY QUESTIONS.**

08/25/2020