



Sidewalk Café / Outdoor Café Permit Application Checklist

Sidewalk Café: A sidewalk café is any group of tables and chairs and authorized decorative and accessory devices situated and maintained upon the public sidewalk for use in connection with the consumption of food and beverages sold to the public from or in an adjoining indoor food-serving establishment. Only the sale of food and beverages is allowed at sidewalk cafes. A sidewalk café may be permitted by approval of a: 1) sidewalk café permit; and a 2) conditional encroachment permit.

Outdoor Café: An outdoor café is similar to a sidewalk café, but is not located within the public right-of-way. An outdoor café may be permitted by approval of an: 1) outdoor café permit. Typically, an outdoor café does not require an encroachment permit.

Submittal Requirements. The following information is required for a complete application for either a Sidewalk or Outdoor Café Permit. Please review this checklist with Planning Division to confirm specific requirements and to determine if other applications are required. **Once complete call the Planning Division at (925) 671-3152 for an application appointment.**

Note: *Typically, a Sidewalk or Outdoor Café Permit requires a 7-10 day review. Once the application is approved, the encroachment permit may require additional review time.*

- 1. **APPLICATION FORM.** Include signature and contact information of the property owner and the applicant, and any other consultants involved with this application. Describe in detail how the use will be conducted and hours of operation on the Zoning Compliance Fact Sheet application for attached.
- 2. **FILING FEE***. (See Fees and Charges Resolution for current year).

REQUIREMENTS FOR SIDEWALK / OUTDOOR CAFE PLANS: All plans shall be submitted in collated sets, drawn on the same size sheets, with a consistent scale (as noted below).

All plans shall:

- Include the date of preparation and dates of each revision.
- All plans shall be fully dimensioned and drawn to scale throughout all plan sheets.
- Include: the address and parcel number.
 - Five sets of plans are required, no smaller than 11" x 17" for routing to the:**
 - Project Planner
 - Project Engineer
 - Downtown Coordinator
 - Building Division
 - Project File

- 3. **SITE PLAN.** Drawn in black and white at ¼" = 1'-0" or larger scale including the following information:
 - A. Vicinity map showing major cross streets and north arrow.

* The City adjusts all fees and charges on an annual basis in accordance with the San Francisco-San Jose-Oakland Area Consumer Price Index, actual hourly rates for work performed by City employees, and the Construction Cost Index for the San Francisco Bay Area published in the most current edition of the Engineering News Record. The new fees are adopted following a public hearing and incorporated in the Master Fees and Charges Resolution July 1 of every year. Persons interested in how a particular fee is adjusted should contact the City department that administers the fee or the Finance Department.

Sidewalk Café / Outdoor Café Permit Submittal Requirements

- B.** Location of all furniture, umbrellas, potted plants, menu board, fencing or other barriers defining the area, and any proposed lighting. **See the attached drawing, as an example of an acceptable site plan.**
 - C.** Show other improvements immediately surrounding the sidewalk café such as the entrance to the restaurant, entrances to neighboring units, walkways, and the curb and sidewalk. Indicate name of adjacent street. **Property line must be shown on plans for a Sidewalk Café Permit.**
 - D.** Dimensions between table settings, potted plants, fencing or other barriers, and dimensions to adjacent property lines.
 - E.** Site Plan Summary Table with the following information:
 - Square footage of the sidewalk café.
 - Amount of proposed seating.
 - Size and name of proposed plant materials.
 - Details of landscape irrigation.
 - F.** Location and type of exterior lighting, both fixed to the building and free standing, and any and all lights for circulation, security, landscaping, building accent, or other purpose.
 - G.** Existing drainage information showing spot elevations, existing catch basins, and direction of existing drainage of the sidewalk café area.
- 4. FURNITURE DETAILS.** Brochures or color photos of proposed tables, chairs, umbrellas, planters, barriers and menu board. **(See Section 90-165 of the Concord Municipal Code for Allowable sidewalk café configurations and Section 90-166 for sidewalk clearances and furniture location requirements.)**
- 5. PHOTOS.** Several photos of the proposed sidewalk café or outdoor café area.
- 6. SERVICE OF ALCOHOLIC BEVERAGES.** Service of alcoholic beverages requires a license by the Department of Alcoholic Beverage Control for consumption and service of alcoholic beverages within the area of the sidewalk café. (Sec. 90-168). **Please indicate whether you plan to serve alcoholic beverages within the sidewalk café on the application.**

FOR STAFF USE ONLY

FILE NUMBER _____ ASSOCIATED FILES _____

PLANNER _____ DATE _____

PROJECT NAME _____

PROJECT ADDRESS _____

GENERAL PLAN _____ ZONING _____