

## PROCEDURE FOR OUTDOOR DINING ENCROACHMENT PERMITS

### APPLICANT RESPONSIBILITIES

1. The business owner shall obtain a Conditional Use Permit from the Community Development Department prior to applying for an Outdoor Dining Encroachment Permit, except for outdoor dining or seating located in front of a restaurant or snack shop without on-sale alcohol along Pier Avenue. Contact the Community Development Department for information about other permits, such as a Parking Plan or Precise Development Plan that may be necessary before issuance of an Encroachment Permit. Authorization from the Community Development Department is necessary before obtaining an Encroachment Permit.
2. Provide one copy (marked "copy") of the Deed for the property adjacent to the City property.
3. Complete the Encroachment Agreement Application.
4. Pay the processing fee of **\$985.00 plus \$68.95 Technology Fee**, which is non-refundable. An additional 2.7% is due if payment is made with a credit card.
5. The lease is for a minimum of one year at a cost of \$1.00 per square feet and shall be paid at the beginning of each quarter. A minimum deposit of \$1,000.00 is required to insure that the encroachment area will be returned to the City in its original condition after expiration or termination of the agreement.
6. Provide (1) 11"x17" and (1) 24" x 36" drawings of the site plan and dining area plan.
  - The plans shall be drawn to scale and show all information clearly.
  - The site plan and dining area plan shall show all dimensions including height, length and width.
  - The site plan shall show all landscaping, including hardscape in the outdoor dining areas.
  - Identifying photographs may be provided if the applicant wishes.
  - Construction permit(s) must be obtained when working in an encroachment area.
  - Liability insurance must be tendered with all documents associated with the encroachment and renewed annually.