



## 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. (City of Concord 2012 Development Code, Section 122-632)

**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. (City of Concord 2012 Development Code, Section 122-632)

**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.*

All plans below shall be fully dimensioned and drawn to scale. **Three (3) sets of plans no smaller than 11" x 17"** are required for all applications. All **plans shall be folded** in halves to 8-1/2" x 11" (approximately) and submitted **in collated sets**.

- APPLICATION FORM.** Include signature and contact information of the property owner and the applicant, and any other consultants involved with this application.
- WRITTEN STATEMENT.** Written justification explaining hours and days of operation for existing restaurant and proposed sidewalk café, as well as any other relevant information.
- FILING FEE\*.** (See Fees and Charges Resolution for current year).
- SITE PLAN.** Drawn in black and white at 1/4" = 1'-0" or larger scale including the following information:
  - Vicinity map showing major cross streets and north arrow.
  - Location of all furniture, umbrellas, potted plants, menu board, fencing or other barriers defining the area, and any proposed lighting.

\* **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.**

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- 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.
- Dimensions between table settings, potted plants, fencing or other barriers, and dimensions to adjacent property lines.
- 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.
- 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.
- Existing drainage information showing spot elevations, existing catch basins, and direction of existing drainage of the sidewalk café area.
- 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.**)
- PHOTOS.** Several photos of the proposed sidewalk café or outdoor café area.
- 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 \_\_\_\_\_



## APPLICATION FORM

Date Received by Planning

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Preliminary Application<br><input type="checkbox"/> Accessory Dwelling Unit<br><input type="checkbox"/> Administrative Permit<br><input type="checkbox"/> Animal Permit<br><input type="checkbox"/> Building Move<br><input type="checkbox"/> Certificate of Appropriateness<br><input type="checkbox"/> Condominium Conversion Use Permit<br><input type="checkbox"/> Design & Site Development Review | <input type="checkbox"/> Development Code Amendment<br><input type="checkbox"/> Finding of Public Convenience<br><input type="checkbox"/> General Plan Amendment<br><input type="checkbox"/> Heritage Tree Nomination<br><input type="checkbox"/> Hillside Development Use Permit<br><input type="checkbox"/> Landscape Project Application<br><input type="checkbox"/> Major Subdivision/Vesting Tentative Map | <input type="checkbox"/> Minor Exception<br><input type="checkbox"/> Minor Subdivision<br><input type="checkbox"/> Minor Use Permit<br><input type="checkbox"/> Planned Development Use Permit<br><input type="checkbox"/> Protected Tree Removal<br><input type="checkbox"/> Pumpkin & Christmas Tree Sales<br><input type="checkbox"/> Reasonable Accommodation<br><input type="checkbox"/> Rezoning<br><input type="checkbox"/> Sidewalk Café | <input type="checkbox"/> Use Permit<br><input type="checkbox"/> Variance<br><input type="checkbox"/> Vacation/Abandonment of Property Rights<br><input type="checkbox"/> Vendor Permit<br><input type="checkbox"/> Wireless Communications Facility<br><input type="checkbox"/> Pole License<br><input type="checkbox"/> Section 6409<br><input type="checkbox"/> Administrative Permit<br><input type="checkbox"/> Minor Use Permit |
|--|---|--|--|

**PROJECT INFORMATION:**

PROJECT NAME	
PROJECT SITE ADDRESS/LOCATION	ASSESSOR'S PARCEL NUMBER
PROJECT DESCRIPTION (Provide brief description and submit a more detailed description as an attachment.)	

**NOTE: All applicants are encouraged to hold a neighborhood meeting with nearby property owners and tenants early in the development review process. Planning Division staff will work with applicants to schedule the neighborhood meeting.**

**APPLICANT'S CONTACT INFORMATION**

**PROPERTY OWNER'S CONTACT INFORMATION**

NAME/COMPANY: _____ ADDRESS: _____ CITY, STATE: _____ ZIP: _____ BUSINESS PHONE: _____ CELL: _____ FAX: _____ EMAIL: _____	NAME/COMPANY: _____ ADDRESS: _____ CITY, STATE: _____ ZIP: _____ BUSINESS PHONE: _____ CELL: _____ FAX: _____ EMAIL: _____
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Agent Authorization Note: If the Applicant is not the Property Owner, then the Property Owner **must** sign below to authorize the Applicant as his/her official representative.

I, \_\_\_\_\_, Owner, authorize \_\_\_\_\_  
 to act as the official representative on my behalf for this project and in all matters relating to this application. I have read and agree with all of the above (application must be signed by property owner).

\_\_\_\_\_  
 Property Owner's Signature

\_\_\_\_\_  
 Date

**FOR PLANNING DIVISION USE ONLY:**

<b>FILE NAME:</b>	<b>FEES</b>	<b>FIN. REV. CODE</b>
<b>FILE NUMBERS:</b>	<b>APPLICATION RECEIVED BY:</b>	<b>GP DESIGNATION:</b>
<b>ASSOCIATED FILES:</b>	<b>PLANNER:</b>	<b>ZONING:</b>
	<b>ENGINEER:</b>	



**PROJECT NAME:** \_\_\_\_\_ **FILE NUMBER:** \_\_\_\_\_

**PLEASE INCLUDE ALL RELEVANT CONTACT INFORMATION**

**PROJECT MANAGER**

**CIVIL ENGINEER**

NAME/COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
BUSINESS PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_  
FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME/COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
BUSINESS PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_  
FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**ARCHITECT**

**LANDSCAPE ARCHITECT**

NAME/COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
BUSINESS PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_  
FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME/COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
BUSINESS PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_  
FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**OTHER**

**OTHER**

NAME/COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
BUSINESS PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_  
FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME/COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
BUSINESS PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_  
FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

I hereby authorize employees of the City of Concord to enter upon the subject property, as necessary, to inspect the premises and process this application.

**CERTIFICATION:**

I hereby certify that the statements furnished above, and in the attached exhibits, present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge.

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

\_\_\_\_\_  
Signature:  Owner  Authorized Agent

For: \_\_\_\_\_