



**CITY OF ARCADIA  
APPLICATION  
INCIDENTAL OUTDOOR DINING PERMIT**  
(Please Print or Type)

Date: \_\_\_\_\_ Location Address: \_\_\_\_\_

Business Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Description of the Proposed Use: \_\_\_\_\_

\_\_\_\_\_

Size of the Area to be Occupied by the Proposed Incidental Outdoor Dining Area:

Length: \_\_\_\_\_ Width: \_\_\_\_\_ Area: \_\_\_\_\_

No. of tables: \_\_\_\_\_ No. of chairs: \_\_\_\_\_

The applicant hereby declares under penalty of perjury that all information submitted for this application is true and correct.

\_\_\_\_\_

Applicant's Signature

Date

Property Owner's Signature

Date

**FOR CITY USE ONLY**

Reviewed By: \_\_\_\_\_  
Development Services Department - Community Development Division

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

Approved: \_\_\_\_\_  
Development Services Director

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

DATE: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

RECEIPT NO.: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

**CITY OF ARCADIA  
INCIDENTAL OUTDOOR DINING  
APPLICATION PROCEDURES**

**APPLICATION PROCEDURES:**

1. An applicant applies for an Incidental Outdoor Dining Permit by submitting the attached application form and two (2) copies of the proposed dining area plans together with the application fee to the Development Services Department, Community Development Division.
2. The plans must be drawn to scale, clearly dimensioned, and must include but not limited to the following information:
  - a. Scale and north arrow
  - b. Street address
  - c. A site plan with accurate lot dimensions (including the adjacent parkway area).
  - d. Location and size of all existing and proposed structures with dimensioned building setbacks.
  - e. The total square footage, exact dimensions, and the proposed occupancy of the incidental dining area (i.e., the number of seats and tables within the incidental outdoor dining area).
  - f. The existing and proposed on-site vehicular and pedestrian circulation patterns.
  - g. Building elevations with a description of the existing and proposed exterior building materials.
  - h. Existing and proposed landscaping and irrigation.
3. Photographs or catalog pictures of the proposed tables, chairs, planters and other furniture.

**APPLICATION FEE:**

A one-time minimum application fee of \$180.00 is currently required to cover the cost of processing the application and any related site inspection.

**APPROVAL PROCESS:**

1. Upon the approval of the application, the Development Services Department will issue an Incidental Outdoor Dining permit only to the owner and operator of the eating establishment or restaurant that will provide the incidental outdoor dining area. However, **if there is a change of ownership or if for a period of one (1) year the use authorized by a Incidental Outdoor Dining Permit is, or has been, unused, abandoned or discontinued or the conditions have not been complied with, said Permit shall become null and void and of no effect.**
2. A permit shall not be transferable to any entity or person, and is valid only as to the original applicant.
3. A Permittee shall call the Development Services Department for a final inspection of the incidental outdoor dining area prior to its occupancy or use.

**CITY OF ARCADIA  
INCIDENTAL OUTDOOR DINING  
REGULATIONS**

**INTRODUCTION:**

The need to encourage outdoor dining areas is recognized by the City because it can add vitality to the City of Arcadia business districts and enhance the quality of life for Arcadia residents. Therefore, on February 20, 1996, the Arcadia City Council adopted an “Incidental Outdoor Dining Ordinance” to expedite the review process by providing design standards and procedures for the granting of permits to authorize incidental outdoor dining areas in conjunction with primary restaurant or eating establishment uses on privately owned commercial or industrial zoned properties.

The application for utilizing an incidental outdoor area for dining can be obtained from the Development Services Department. A one-time minimum application fee of \$180 is currently required to cover the cost of processing the application and any related site inspections.

Upon the approval of an application the City will issue an Incidental Outdoor Dining Permit only to the owner and operator of the eating establishment or restaurant that will provide the incidental outdoor dining area. The Permit is not transferable and may be revoked by the Development Services Director if it is determined that any applicable condition or regulation pertaining to the permit has been violated.

**No Permit will be issued if an applicant fails to meet any requirement for a permit.**

**DESIGN GUIDELINES:**

- The subject property has previously received all necessary zoning related approvals.
- All fencing, dividers, appurtenances, furnishings and furniture that occur with a permitted use under this division shall be reviewed and approved by the Development Services Department to insure that they are in keeping with the aesthetic and architectural character of the area and with the approved design guidelines.
- The incidental outdoor dining area shall comply with ADA and Title 24 Handicap accessibility requirements.
- The incidental outdoor dining area shall not be permitted within ten (10) feet of any driveway or alley.
- The incidental outdoor dining area shall be located in a manner which will not interfere with visibility, vehicular or pedestrian mobility or access to City or public utility facilities. The determination of whether an incidental outdoor dining area or any part thereof interferes with the aforementioned items shall be made by the Development Services Department at the time of application and based on the characteristics of each proposed site.
- The incidental outdoor dining area shall not extend beyond the boundaries of the subject property, and shall not be located or utilized in a manner which causes an

obstruction of a public walkway or interferes with the flow of pedestrian or other traffic.

**OPERATIONS STANDARDS:**

- “Incidental Outdoor Dining Area” shall mean any covered patio area or unenclosed portion of an eating establishment or restaurant that provides an outdoor dining area with seating for twelve (12) patrons or less.
- The incidental outdoor dining activity shall not unlawfully alter the associated indoor dining use of the subject property.
- No person shall establish or maintain any incidental outdoor dining area except pursuant to a written permit approved by the Development Services Director.
- The hours of operation for incidental outdoor dining areas shall be limited to the hours of operation for the associated indoor dining, unless otherwise authorized in writing by the Development Services Department.
- The seating shall be limited to a maximum of twelve (12) patrons or less.
- The incidental outdoor dining activity shall not impede travel on the public walkway or create a hazard to the safety or health of passers-by.
- Permits and incidental outdoor dining areas shall conform with all other applicable City and other governmental requirements including, without limitation, zoning and design review, except as otherwise provided herein.
- The incidental outdoor dining activity shall not unduly interfere with the use of the public walkway by neighboring property owners and tenants.
- The incidental outdoor dining area shall be kept in a good state or repair and maintained in a clean, safe and sanitary condition.
- Any permittee desiring to change the permitted use i.e., by increasing the size of the outdoor dining area or by changing the use or arrangement or the occupancy, shall file a new application in accordance with the Incidental Outdoor Dining Ordinance.
- A person desiring a permit for an incidental outdoor dining area which has been the subject, in part or whole, of a prior permit which has expired, been revoked or terminated shall file a new application and shall pay the application fee specified by resolution of the Arcadia City Council.