

APPLICATION REQUIREMENTS

- 1) **Application Form:** Completed and signed application form, with all information provided and responses provided to all questions. Property owner(s) shall sign this form, or submit a letter of authorization signed by the property owner(s).

- 2) **Site Plan:** A Site Plan clearly indicating the location of the proposed outdoor dining or other use area. The Site Plan shall be legible, shall show dimensions (in feet and inches), and shall be drawn to scale. The site plan may be based on an aerial photo or architectural site plan, with adequate drawing to show the temporary use area. Please contact Planning Division staff if you need assistance preparing this.

Required information shall include:

- Footprint of proposed outdoor dining area or other use area, and indicate purpose (e.g., tables & chairs, retail display or racks, etc.).
- Location of temporary tents, canopies, or umbrellas (if any).
- Location of barriers, planters, or other temporary facilities (if any).
- Property lines and footprint of existing building.
- Parking lot areas, parking spaces, and loading zone.
- Vehicle driveways, drive aisles, fire access or emergency lanes, access to refuse/trash enclosure area and bins, etc. Label the proposed width of the aisle with the proposed temporary facilities/structures.
- Location of fire hydrants on and adjacent to the subject property.
- Location of existing ADA-accessible parking spaces and Path of Travel. If existing ADA spaces and/or Path of Travel are to be blocked or re-located, indicate the proposed location on-site where the replacement ADA spaces or Path of Travel will be provided.
- If public sidewalks will be affected, show and label a minimum 4-foot wide clear, level, and unobstructed area for the ADA Path of Travel.

- 3) Additional information (may be required subsequent to approval of this application):

Tent or Canopy	If a tent or canopy will be provided in the outdoor dining or use area, include a copy or digital photo of the fire rating certificate attached to each tent or canopy. NOTE: Tents 400 square-feet or greater in size will require a permit from the Fire Department, and will be subject to the requirements in the 2019 California Fire Code chapter 31.
Within Public Right-of-Way	If any part of the outdoor dining area or use area will be placed within public right-of-way, then a License Agreement shall be required from the City (to include a Certificate of Insurance naming the City of Redlands as an additional insured).
Building Permit	If your proposal requires any building permits, please contact Building & Safety Division staff at (909) 798-7536 during regular business hours. Exterior lighting (if any) should be rated for outdoor use, usually IP44.
Fire Permit	If your proposal requires any Fire Department permits, please contact Community Risk Reduction staff at (909) 798-7601 during regular business hours.

