



SUBMITTAL REQUIREMENTS

Administrative Permit - Outdoor Dining in Public Right-of-Way

Mailing Address:
PO Box 660
Napa, CA 94559

Planning Division
1600 First Street
707.257.9530

PURPOSE

Outdoor dining on the public right-of-way, such as the sidewalk, requires approval of an Administrative Permit to ensure that the dining operations do not impede pedestrian access and to ensure that public property is maintained.

Please note that the City is currently reviewing current standards and practices regarding outdoor dining.

PLAN REQUIREMENTS

1. **Size.** 24" x36" trimmed and folded to 9" x12" maximum size.
2. **Scale.** Acceptable site plan scales are 1"=10', 1"=20', 1"=30', or 1"=40'. Acceptable architectural plan scales are 1/4"=1' or 1/8"=1'.
3. **Other.** Include north arrow, date prepared, the scale, bar scale, and legend identifying symbols and abbreviations.
4. **Preparer.** Name, address, phone number, and email of person preparing the plan(s). In many cases, plans must be prepared and signed by a licensed civil engineer, surveyor, licensed architect, landscape architect, and/or building designer.

SUBMITTAL MATERIALS

Some submittal requirements may be waived depending on the type of project. Unless waived on this form with a cross-out/staff initial, all submittal information shall be provided before the application is accepted as complete.

If another City permit or Project entitlement is also required, the materials supporting the added permit or entitlement must also be submitted.

If your application requires multiple permits or entitlements, submit the number of plan sets for the permit or entitlement that requires the largest number of plans sets.

- 1 **Planning Application Form** - Completed and signed by all property owners holding a title interest.
- 2 **Fee/Initial Deposit** - Administrative Permits are a \$570 flat fee. Check payable to City of Napa.
- 3 **Written Project Description** - shall specify the number of tables and seats (and if applicable umbrellas, heaters, barriers), their location in relation to the business and street, a statement as to if the tables and chairs (and any other furnishings) will be brought back into the restaurant every night, and a statement as to if alcoholic beverages will be served or not at the outdoor tables.
- 4 **Site Photos** - of the existing commercial building and adjacent properties.
- 5 **Identification of other professionals** whose services were required in the preparation of the tentative map including the names and addresses of engineer and surveyor.
- 6 **Site Plan** - (initial submittal **6 full size copies** and a **reduced set** of all plan and map sheets 8.5" X 11") - showing the proposed layout of outdoor seating within the sidewalk/public right of way. The drawing can be hand drawn, but should be neat, shown to scale and show the following:
 - a Property boundaries and adjacent streets
 - b Building footprints
 - c Walls and doors of the building
 - d Any other prominent features of the building (planters, landscaping, etc.)

- e Table size(s) and the orientation to wall(s) and door(s) of the building
 - f Location of the curb and gutter
 - g Sidewalk width
 - h Location of trees, fire hydrants, benches streetlights, signs, traffic signals, etc.
 - i Location of any railing to be placed around the tables.
 - j Dimensions between the table(s) and curb and/or the railing and curb or other existing feature within the right of way.
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- 7 **Floor plan - 6 copies** - A floor plan showing where the any outdoor furniture will be stored after-hours, clearly labeled and prepared to scale, indicating the use of each room, exterior doors and windows.
 - 8 Copy of a catalog page or other documentation indicating the materials and style of the tables and chairs to be used.
 - 9 Copy of a catalog page or other documentation indicating the material and style of any fencing or plant fixtures to be used.
 - 10 Copy of a catalog page or other documentation indicating the material and style of any other fixtures to be used.
 - 11 Other - _____