

**City of San Gabriel**  
**Community Development Department**  
425 South Mission Drive, San Gabriel, CA 91776  
(626) 308-2806, Press 4  
www.sangabrielcity.com

## ***Sidewalk Dining Application and Permit***

**Applicant Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

***Welcome to the City of San Gabriel!*** To expedite the processing of your application, use this form to meet the requirements of the Planning Division.

### **APPLICATION AND FEES**

Please submit the following:

- Application and fee of \$170 for 3 tables or less, or \$475 for 4 tables or more (this is a one-time fee, there is no charge for annual renewal);
- Site plan showing location of tables and chairs (portable heaters if applicable) on the sidewalk;
- Photographs of the area for sidewalk dining;
- Catalogue/brochure sheets of furniture, portable heaters, and barrier materials (if applicable);
- Copy of insurance certification (a minimum coverage of one million dollars listing the City of San Gabriel as an additional insured. A 30-day cancellation notification shall be included).

### **STANDARD REQUIREMENTS**

The following standards are required for all sidewalk dining areas:

1. Maintain a distance of minimum five feet (5') wide continuous obstruction-free sidewalk clearance between the dining area, generally parallel and adjacent to the curb line;
2. Keep all doorways clear of chairs and tables at all times;
3. Provide sidewalk dining areas that are accessible to the public and disabled. All areas shall have 36-inches clear pathway and at least one seat shall be accessible for the disabled;
4. Keep heavy planters clear from access to utility boxes or vaults;
5. Preserve safe line-of-sight with objects placed on the sidewalk so it does not interfere with traffic or pedestrian safety standards;
6. Clear the sidewalk dining area of all tables, chairs, and other obstacles at the end of each business day;
7. Keep the sidewalk clear of litter and food scraps at all times. The sidewalk shall be swept and mopped at the end of the business day if food is consumed in the sidewalk area. No litter may be swept or washed into the sidewalk, gutter or street;
8. Maintain all street furniture in a clean, safe condition at all times, and replace when faded, damaged, or worn out;
9. Install outdoor lighting fixtures that complement the style of the building, if proposed. Decorative lighting that might interfere with the safe operation of vehicles or be glaring to pedestrians shall not be used (additional requirements/permits may be required);

10. Comply with the City's sign ordinance. Signage or advertising of any kind is prohibited and shall not be on any umbrella, table, chair, delineator, screen or other object in the sidewalk area.
11. Provide a minimum clearance of seven-feet above the sidewalk for coverings such as awnings, free-standing canopy, or umbrellas over the outdoor dining area; and
12. Renew the sidewalk dining permit annually. The permit is good for one year from the date of issuance.
13. Hold the City harmless for damage, theft, and vandalism for restaurant or patron property in the public right-of-way.
14. Allow smoking only if it would comply with all other state requirements.

**REVOCAATION**

The sidewalk dining permit may be suspended or revoked if there is non-compliance with conditions of the permit, or of any standard requirements for sidewalk dining. The suspension or revocation is at the sole discretion of the Community Development Director or his designee. A suspension or revocation may be appealed to the City Council within ten (10) business days of the revocation notice.

**AFFIDAVIT (To be completed by both owner and applicant)**

I have received, read, accept and understand the conditions listed above.

PROPERTY OWNER NAME (PLEASE PRINT) \_\_\_\_\_

PROPERTY OWNER SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_ PHONE NO. \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

APPLICANT NAME (PLEASE PRINT) \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_ PHONE NO. \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

***FOR PLANNING USE ONLY***

***FOR FINANCE USE ONLY***

***(Planning, Building, Engineering Approvals Required)***

<p>Date Received: _____ By: _____ Fee: _____</p> <p>Action: <input type="checkbox"/> Approved      <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied</p> <p>Additional Conditions: _____</p> <p>_____</p>	
--	--