



**CITY OF ARCADIA  
INCIDENTAL OUTDOOR DINING**

ID \_\_\_\_\_

**PLEASE COMPLETE THE FOLLOWING INFORMATION (REQUIRED):**

SITE ADDRESS \_\_\_\_\_

**APPLICANT(S) NAME** \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

**PROPERTY OWNER(S) NAME:** \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

**TYPE:**

- OUTDOOR DINING – 12 SEATS OR FEWER
- OUTDOOR DINING - MORE THAN 12 SEATS

No. of Table \_\_\_\_\_ No. of Chairs \_\_\_\_\_ No. of Bench Tables \_\_\_\_\_

**FILING REQUIREMENTS**

**THE APPLICANT AND PROPERTY OWNER HEREBY DECLARE UNDER PENALTY OF PERJURY THAT ALL THE INFORMATION SUBMITTED FOR THIS APPLICATION IS TRUE AND CORRECT.**

**BY SIGNING THIS APPLICATION, THE APPLICANT/PROPERTY OWNER AGREES TO ABIDE BY ALL APPLICABLE REGULATIONS AND REQUIREMENTS LISTED UNDER ARCADIA'S DEVELOPMENT CODE SECTION 9104.02.230 – OUTDOOR DINING USES ON PUBLIC PROPERTY.**

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROPERTY OWNER'S SIGNATURE

\_\_\_\_\_  
DATE

**ACTION TAKEN**

- APPROVED**                       **CONDITIONALLY APPROVED**                       **DENIED**

**CONDITIONS/REASONS FOR DENIAL:** \_\_\_\_\_

**BY:**

**DATE:**

**EXPIRATION:**

THERE IS A TEN (10) DAY APPEAL PERIOD FOR THIS APPLICATION. APPEALS MUST BE SUBMITTED IN WRITING TO THE COMMUNITY DEVELOPMENT DIVISION WITH A \$600.00 APPEAL FEE BY \_\_\_\_\_ P.M. ON \_\_\_\_\_.

DATE FILED \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_ PAID \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

In order for this application to be processed without delay, the application must include all of the following items. To ensure that your application package is complete, please check-off the boxes next to the required application materials.

- Completed application form
- Filing Fee - \$220 and \$1,400 for the Minor Use Permit if 12 or more seats are proposed, depending on the zone (***The fee(s) will be waived if this application is filed after June 4, 2020 due to COVID-19.***)

A site plan (11" x 17" maximum size) that shows the following:

- Location of the seating area and dimensions (length and width).
  - Number of tables and number of chairs per table, or table bench (provide dimensions). The outdoor seating arrangements and physical distancing shall comply with the County of Los Angeles Department of Public Health Order – refer to the **Appendix I, Protocols for Restaurants Opening for On-Site Dining (attached)**.
  - Delineate the American with Disabilities Act (ADA) path of travel and maintain ADA accessibility at all times.
- A copy of Alcoholic Beverage Control (ABC) temporary license if alcohol will be served outside of the restaurant area.