



CITY OF
ARCADIA

TUP - OA _____

TEMPORARY USE PERMIT – OUTDOOR ACTIVITES

PLEASE COMPLETE THE FOLLOWING INFORMATION (REQUIRED):

SITE ADDRESS: _____

APPLICANT(S) NAME _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL ADDRESS _____

TELEPHONE NO. _____

PROPERTY OWNER(S) NAME _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL ADDRESS _____

TELEPHONE NO. _____

TEMPORARY USE PERMIT TYPE

- Outdoor Dining or Outdoor Seating on Private Property
- Temporary Tents and Canopies
- Temporary Outdoor Sales
- Other

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 _____.

APPLICANT'S SIGNATURE

DATE

PROPERTY OWNER'S SIGNATURE

DATE

DATE FILED _____

RECEIVED BY _____

FILING REQUIREMENTS

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.

For Outdoor Seating for Restaurant Uses:

- Completed application form
- A site plan (11" x 17" maximum size) that shows the following:
 - Dimensions of outdoor seating area (length and width). Occupancy may not exceed 50% of the occupancy load on the certificate of occupancy, if applicable. The outdoor seating areas shall not be located in fire lanes.
 - Number of tables, and number of chairs per table. 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)**.
 - If the seating area is adjacent to a parking space, please make sure there is proper spacing beyond the safety area for the patrons and depict this on the plans.
 - 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.
- Location and size of the temporary tents over the seating area. If a tent(s) is proposed – please refer to the Temporary Tents – Submission and Inspection Guidelines from the Fire Department.

Non-Restaurant Uses:

- Completed application form;
- A site plan (11" x 17" maximum size) that shows the following:
 - Dimensions of outdoor area to be utilized (length and width). If the area is within a parking lot, please make sure there is proper spacing beyond the safety area for the patrons and depict this on the plans. The outdoor area or activity shall not be located in fire lanes.
 - Delineate the American with Disabilities Act (ADA) path of travel and maintain ADA accessibility at all times
- Location and size of the temporary tents. If a tent(s) is proposed – please refer to the Temporary Tents – Submission and Inspection Guidelines from the Fire Department.

Examples of approved seating arrangements within the allowable occupancy
 (Each square is 6"x 6")

Barriers must be made of impermeable, cleanable, and durable materials that can be frequently cleaned and sanitized. Barriers must provide at least six-foot high barrier and must be installed per fire and building codes so as to not interfere with the ventilation or fire protection systems. Barriers must provide 30 inches above the table and other dimensions noted in diagrams.





