



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 \_\_\_\_\_.

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

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

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
DATE

DATE FILED \_\_\_\_\_  
TUP- OA

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.

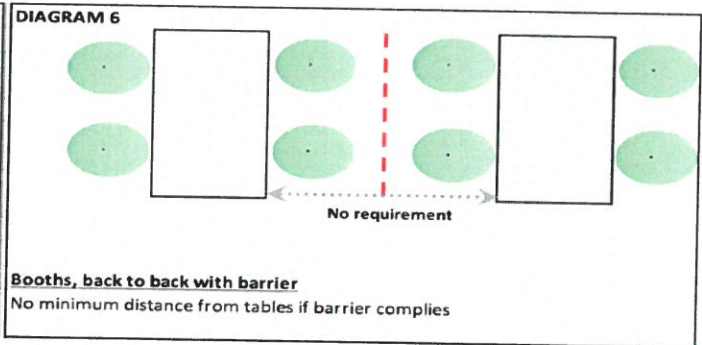
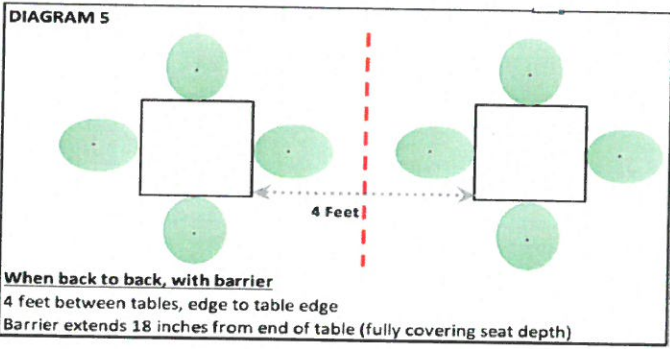
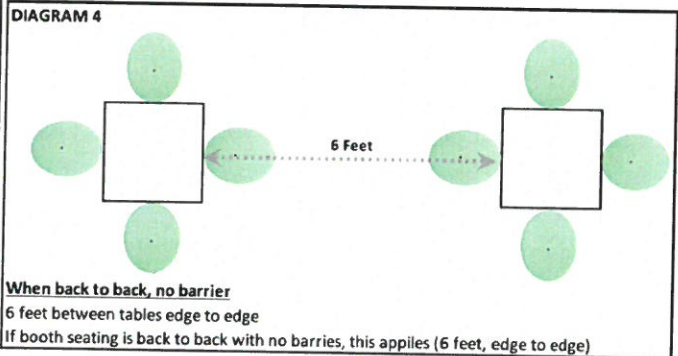
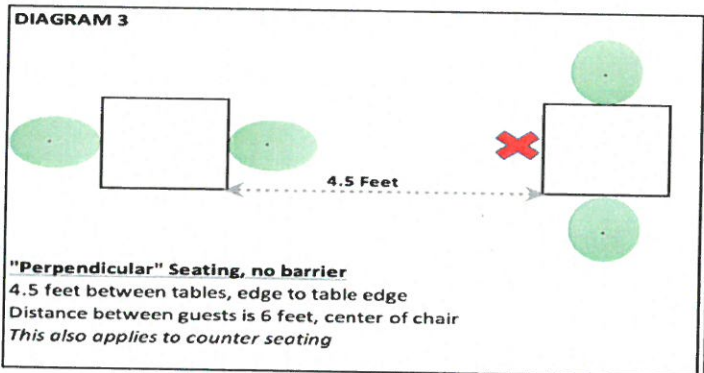
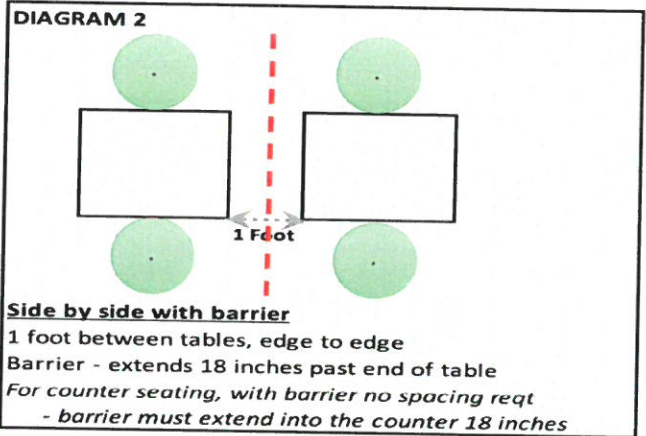
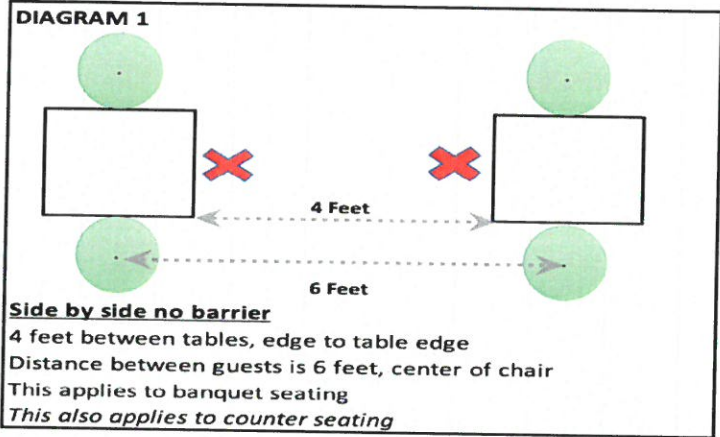
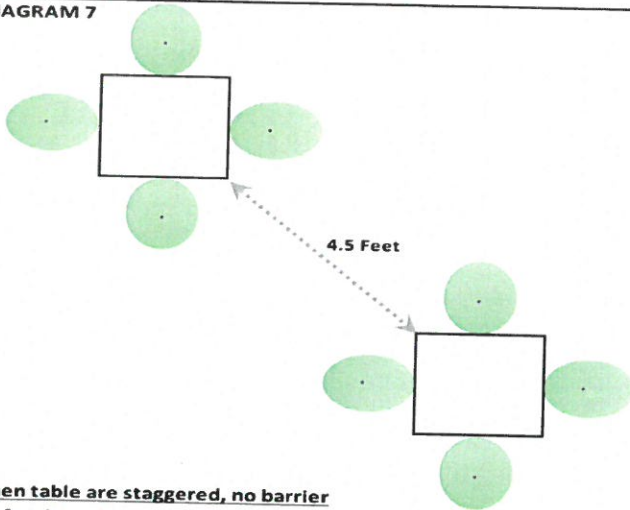
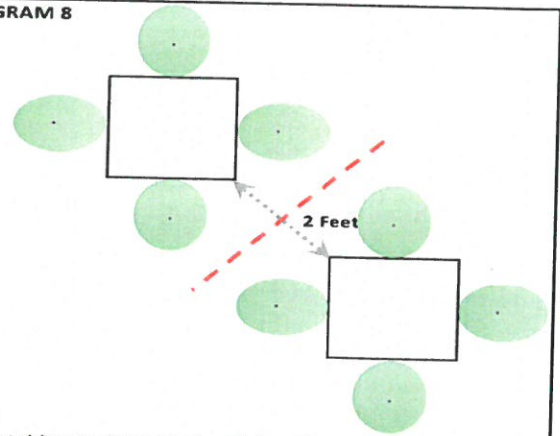


DIAGRAM 7



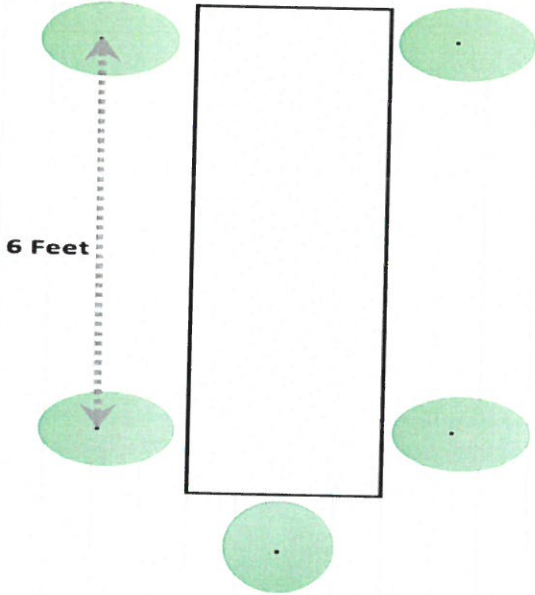
**When table are staggered, no barrier**  
 4.5 feet between tables, edge to edge at closest point  
 Applies to any shape table  
 Shapes

DIAGRAM 8



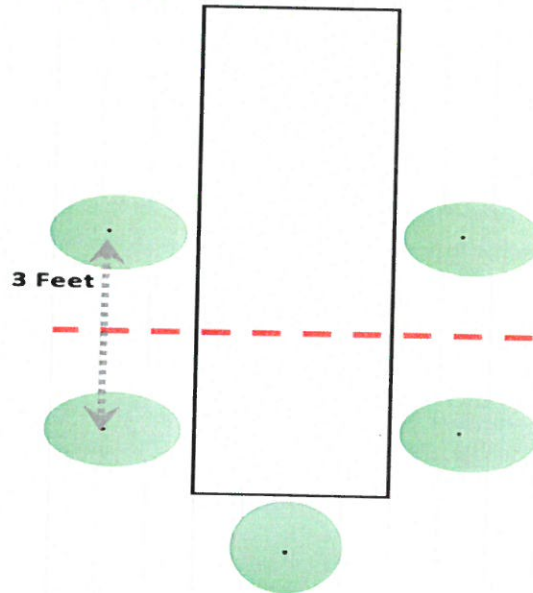
**When table are staggered, with barrier**  
 2 feet between tables, edge to edge at closest point  
 Barrier extend to cover the depths of the seats

DIAGRAM 9



**Communal Style table, no barrier**  
 6 feet to closest member of another party  
 Center to center of chair

DIAGRAM 10



**Communal Style table, with barrier**  
 Barrier extends 18" past edge of table  
 3 feet between chairs, center to center

