



Community Development Department, 919 Palm Street, San Luis Obispo, California 93401. (805) 781-7170

Information on this list must be submitted for your project to be accepted for processing, reviewed and scheduled for hearing. These are the minimum requirements and additional information and plans may be required to evaluate your application following initial review by staff. Applications not containing the necessary information as shown on the checklist will not be accepted for review. Check each box to indicate that you have provided the appropriate information.

# Sidewalk Cafe Permit

Application Fee: \$291  
\$1.00 per sq. ft./mo.  
Effective: 7-01-11

Applicant City

Completed Planning Application Form:  
Applications can be obtained from the Community Development Department or by mail, fax, or at www.slocity.org. Applications must include business owner and property owner signatures.

Business Tax Certificate:  
A copy of a current business tax certificate issued to the business owner.

Business Owner's Proof of Liability Insurance:  
Liability insurance must meet City standards, naming the City as additionally insured for the term of the permit to the approval of the City Risk Manager.

Liability Release Agreement:  
An agreement wherein the recipient of the permit agrees to hold the City harmless from liability arising from the operation of the sidewalk cafe signed by the business owner.

A Statement:  
A cover letter should be submitted with the application that describes the business, indicates proposed hours of operation, and explains how additional required parking will be provided.

3 sets of plans, folded, 1"=10' min. scale, and 1 set of plans reduced to 8 1/2" x 11"  
(All plans should be in U.S. Customary or English Units)  
Each set of plans must contain:

**A site plan.** At a minimum include: dimensions of the area proposed for outdoor dining; the proposed number and location of tables, chairs and other furnishings to be included in the dining area; the relationship of the outdoor dining area to the indoor dining area; and all sidewalk obstructions in the vicinity.

**Site details.** A detailed description of the type, color, and material of all proposed outdoor furniture, such as tables, chairs, barriers, planters, umbrellas, signs and lighting.

Other:

End Note: See Resource list of documents at <http://www.slocity.org/communitydevelopment/docsandforms/adcodesdocs.asp>

I, the undersigned Applicant/Representative, do verify that all the items necessary for this project and as checked above are included in the attached submittal.

Name (Printed )

Signature

Date