



City of Rosemead Planning Division
 Temporary Outdoor Dining Permit Application During COVID -19 Local Emergency
 8838 E. Valley Boulevard
 Rosemead, CA 91770
 Phone (626) 569-2140 Fax (626) 307-9218

PROJECT INFORMATION	
Area for Outdoor Dining Request (check all that apply):	
Private Property: <input type="checkbox"/> Walkways and other paved areas	<input type="checkbox"/> Parking spaces
Public Property: <input type="checkbox"/> Public walkways and sidewalks	<input type="checkbox"/> Public parking spaces
Restaurant Name: _____	Business License No: _____
Restaurant Address: _____	
Restaurant Type: <input type="checkbox"/> Stand-alone building <input type="checkbox"/> Within a shopping center <input type="checkbox"/> Drive-thru	
Restaurant Square Footage: _____	
Is there an existing outdoor dining area? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, provide square footage: _____	
Number of on-site parking spaces: _____	
Existing Hours of Operation: _____	
Proposed Hours of Operation: _____	
General Description of Request (include barrier details): _____	
Proposed Outdoor Dining Area Square Footage: _____	
Proposed Number of Outdoor Tables: _____	Proposed Number of Outdoor Chairs: _____
Will parking spaces be used to accommodate the outdoor dining area? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many? _____ In addition, how will you provide adequate parking for patrons and staff? _____	
Will the proposed outdoor dining area meet all social distancing requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No	
* Please illustrate compliance on the site plan.	
Do you have an alcohol license? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, will alcohol be served in the proposed outdoor dining area? <input type="checkbox"/> Yes <input type="checkbox"/> No	
* Please provide a copy of California Department of Alcohol Beverage Control's COVID-19 Temporary Catering Authorization.	
How are you providing sanitation facilities? _____	
APPLICANT INFORMATION	
Name: _____	
Address: _____	
Phone Number: _____	Email: _____
PROPERTY OWNER INFORMATION	
Name: _____	
Address: _____	
Phone Number: _____	Email: _____

NOTE: THIS APPLICATION DOES NOT CONSTITUTE A PERMIT. EACH APPLICATION WILL BE REVIEWED ON A CASE-BY-CASE BASIS

SITE PLAN – Please attach a site plan to the application and provide the following. The plan can be drawn on separate sheet of paper (8.5"x11" or 11"x17).

- Property lines and restaurant frontage.
- Location of barriers, tables, chairs, trash receptacles, and any other furniture or fixtures.
- Show compliance with all public health guidelines and protocols related to COVID-19, including the social distance separation.
- Location of patron entry and exit.
- Location of parking lot with vehicular entry and exit. Include location of existing ADA accessible parking spaces and ADA paths-of-travel. If modifications are proposed, include proposed locations (label all dimensions on plan). ADA walkways on private and public property shall be maintained at a minimum of four feet (48 inches).
- Location of planned electrical and mechanical equipment. In addition, show the location of all utility connections to be used.
- Location of all above-surface improvements, such as street lights and traffic signal poles, trees and tree wells, bus benches and trash receptacles.
- Show the existing and proposed pedestrian circulation pattern. Show compliance with all ADA requirements.

OPERATING CONDITIONS FOR ALL OUTDOOR DINING AREAS

1. The restaurant must possess a valid City of Rosemead Business License.
2. The Outdoor Dining Permit is ONLY effective for the period in which the Director of Emergency Services Order No 20-01 is effective or upon a declared termination of the local state of emergency regarding COVID-19 by the City Council of the City of Rosemead, which ever occurs first.
3. Outdoor Dining means a dining area with seats and/or tables located outdoors of a sit-down restaurant, fast food, or other food service establishments. Outdoor dining is located entirely outside the walls of the contiguous structure or enclosed on one or two sides by the walls of the structure with or without a solid roof cover.
4. Outdoor dining shall be limited to the restaurant building or tenant frontage. For multi-tenant centers, the restaurant may request seating in front of an adjacent business, subject to the property owner's and adjacent business owner's written consent.
5. Outdoor dining may be defined by the placement of portable, but sturdy fencing or other suitable dividers. Such fencing shall not exceed a height of four (4) feet. Nothing shall be permanently fixed to the ground.
6. The outdoor dining area shall not obstruct vehicular driveways (ingress and egress points), pedestrian paths of travel, disabled access, building entryways and exits, and fire lanes. ADA walkways on private and public property shall be maintained at a minimum of four feet (48 inches).
7. New on-site parking shall not be required for the outdoor dining area on public or private property during the duration of the Permit, unless deemed required by the Director of Community Development.
8. The use of umbrellas, boxed planters, and other decorative features are highly encouraged. Tents, canopies, portable shade structures may be considered if the installation method is deemed approved by the Building Official and social distancing requirements are met. Chain-link fencing shall not be permitted. Due to the expedited nature of the review associated with this permit, tents,

heaters, and umbrellas/shade structures over 400 square feet in area may not be approved under a the Outdoor Dining Permit application.

9. There shall be no removal of required on-site landscaping to accommodate outdoor dining area.
10. Adequate lighting is required for the outdoor dining area.
11. The hours of operation for the outdoor dining area shall be limited to the hours of operation for the restaurant's indoor seating, or 10:00 p.m. daily, whichever is earlier.
12. The approval is not transferrable to any entity or person and is valid only to the original applicant.
13. The outdoor dining area shall be kept in a good state of repair and maintained in a clean, safe and sanitary condition at all times. Regular cleanup of trash and debris shall be the responsibility of the applicant.
14. The applicant shall provide a summary of how any tables, chairs, umbrellas, trash receptacles, etc. are stored and secured when the restaurant is closed to the public. Any storage shall not be visible from the public right-of-way.
15. Provide approval from County of Los Angeles Public Health for outdoor dining. All dining areas shall operate in compliance with all County of Los Angeles Public Health guidelines and protocols related to COVID-19, and as issued and updated by the County of Los Angeles Public Health Officer.
16. Amplified sound system shall be prohibited at all times.
17. Promoter-produced parties or events shall be prohibited. These events include private parties that involve third parties who profit from organizing and/or drawing attendees to the events. In addition, live entertainment and dance shall also be prohibited.
18. Outdoor dining areas shall not include areas for food preparation, plastic food displays, food storage or refrigeration.
19. Smoking shall be prohibited in the outdoor dining area.
20. The establishment shall allow patrons of all ages, at all times.
21. The site and surrounding area shall be maintained in a litter and graffiti free manner. Any graffiti that should appear on the site shall be removed within 48 hours.
22. Outdoor dining shall not be permitted for restaurants that have existing cases with the City's Code Enforcement Division or are not in compliance with existing conditions of approval for a Planning Division entitlement.
23. All permits shall expire when Emergency Services Order No. 20-01 is repealed or upon a declared termination of the local state of emergency regarding COVID-19 by the City Council of the City of Rosemead, which ever occur first. All tables, seating, fencing and other items shall be immediately removed, or the business may be subject to City fines and penalties.
24. Outdoor dining approvals may be suspended without any prior notice or hearing, at the discretion of the Director of Community Development, Chief of Police, or Director of Public Works (for dining areas in the public right-of-way), if it is found that the use, occupation or obstruction may interfere with public safety, street improvement activities, construction activities, cleaning efforts or other

similar activities or with the health, welfare or safety of the citizens of the City.

25. At the discretion of the Director of Community Development, additional conditions may be imposed upon the issuance of the permit in order to insure the protection of the rights of all adjoining property owners and the health, safety and welfare of the public.

SPECIFIC CONDITIONS FOR OUTDOOR DINING AREAS ON PRIVATE PROPERTY

26. Outdoor dining on private walkways may be defined by the placement of portable but sturdy fencing or other suitable dividers. Fencing shall not exceed a height of four (4) feet. Nothing shall be permanently fixed to the ground.
27. Outdoor dining on private parking spaces shall not occupy more than three (3) parking spaces or 25 percent of the total number of parking spaces, whichever is less. Any request for additional parking spaces shall be reviewed and approved by the Director of Community Development on a case-by-case basis.

SPECIFIC CONDITIONS FOR OUTDOOR DINING AREAS ON PUBLIC PROPERTY

28. The applicant must provide a Certificate of Liability Insurance, and Evidence of General Liability Insurance Coverage in an amount of not less than one million dollars (1,000,000) combined single limit bodily injury and property damage for each occurrence. List as the Certificate Holder: City of Rosemead, 8838 East Valley Boulevard, Rosemead, CA 91770. You must also provide additional Insured Endorsement form(s) naming as additional insured: "City of Rosemead, its Council Members, Commissioners, officers, employees and agents". Alternatively, a blanket endorsement allowing for the same additional insured coverage as required per written contract is also acceptable. Acceptable form numbers include: CG 20 12; or both forms: CG 20 10 XX XX (for ongoing operations) AND CG 20 37 XX XX (for completed operations).
 - a. Endorsement Waiver of the Right of Subrogation for General Liability against the "City of Rosemead..." or "as required per written contract."
 - b. Liquor Liability: If the permittee will be supplying and/or selling alcoholic beverages, the general liability insurance shall include liquor liability coverage. Permittee must have a valid liquor sales license and liquor liability insurance covering the sale of alcohol. If the permittee is using another vendor to supply alcohol that vendor must have liquor liability coverage.
29. Outdoor dining on public sidewalks shall maintain adequate distance from all utilities, street furniture, and public infrastructure (e.g. bus stops and shelters, street signs, fire hydrants, etc.) at all times.
30. Outdoor dining on public sidewalks shall not be located within 20 feet of an intersection or within ten (10) feet of a driveway or alley.
31. There shall be no modification of the texture of the surface of the public walkway.

SPECIFIC CONDITIONS FOR RESTAURANTS SELLING ALCOHOL

32. Prior to serving alcohol in all dining areas, the business must possess both a valid on-sale alcoholic beverage license for Type 41 (on-sale beer and wine eating place) or Type 47 (on-sale general eating place), or of their successor types. Alcohol service shall be in compliance with all applicable regulations and guidance issued by the California Department of Alcoholic Beverage Control at all times.
33. No cover charge, entry fees, or minimum drink orders shall be charged or required of patrons.
34. The display of alcoholic beverages shall be interior only (no outdoor displays) at all times.



**CITY OF ROSEMEAD
PLANNING DIVISION**

AFFIDAVIT – APPLICANT

Site Address: _____

Request: _____

AFFIDAVIT

I/We, _____, hereby certify that I/We am/are the applicant(s) involved in this request, and that the foregoing statements and answers herein contained, and the information herewith submitted, are in all respects true and correct to the best of my/our knowledge and belief.

Signature(s): _____

Print Name(s): _____

Mailing Address:

Address Number Street Apt./Suite # City State Zip Code

Phone: (_____) _____ Date: _____



**CITY OF ROSEMEAD
PLANNING DIVISION**

AFFIDAVIT – PROPERTY OWNER

Site Address: _____

Request: _____

AFFIDAVIT

I/We, _____, hereby certify that I/We am/are the applicant(s) involved in this request, and that the foregoing statements and answers herein contained, and the information herewith submitted, are in all respects true and correct to the best of my/our knowledge and belief.

Signature(s): _____

Print Name(s): _____

Mailing Address:

Address Number Street Apt./Suite # City State Zip Code

Phone: (_____) _____ Date: _____



City of Rosemead

**Hold Harmless Agreement for
Outdoor Dining Permit**

I/We, _____, as an entity requesting an Outdoor Dining Permit from the City of Rosemead shall hereby indemnify and save harmless the City of Rosemead, its officers and employees, from and against any and all damages to property or injuries to, or death of any person or persons, including property and employees or agents of the city, and shall defend, indemnify and save harmless the City of Rosemead, its officers and employees, from and against any and all claims, demands suits actions or proceedings of any kind or nature, including but not by way of limitation, worker's compensation claims, resulting from or arising out of negligent acts, errors or omissions of the above stated company, its employees or subcontractors.

Furthermore, I the undersigned, hereby acknowledge that I am a representative/officer of the subject entity with the authority to enter into this agreement on their behalf.

Name

Entity

Signature

Date