



**CITY OF MONTEREY PARK
TEMPORARY OUTDOOR DINING PERMIT FOR USE OF PUBLIC AND PRIVATE PROPERTY**

1. Applicant(s) name(s): _____
2. Name of business: _____
3. Mailing address: _____
4. Telephone: _____ Email address: _____
5. City business license number: _____
6. Address/location of proposed outdoor dining activity: _____
7. Description of activity: _____
8. Check if activity is on private property _____ or on public property _____
9. Please indicate outdoor power source(s): _____
10. Check if a tent/canopy will be used _____ Indicate number of tents or canopies and size(s) _____
11. Must submit the following with the application:
 - Site diagram drawn (by hand or by professional) to scale and dimension showing the proposed location of the outdoor dining area with all seating and signage, proximity to parking, and/or pedestrian and traffic lanes.
 - Sample photographs depicting the appearance of the chairs, tables, and other equipment proposed to be used in the outdoor dining area.
 - Proposed days and times of operating the outdoor dining area.
 - Must provide proof of commercial general liability insurance with a coverage limit of \$1,000,000 and a valid Certificate of Insurance with an endorsement for the City of Monterey Park.
12. To submit your completed application: Print, sign, then email as an attachment to: EconDev@montereypark.ca.gov
Or fax to: (626) 280-4537.

Applicant(s) Acceptance of City's Permit Terms and Operational Standards:

Applicant(s) hereby accepts this permit subject to all terms and conditions set forth in the permit application and attached Operational Standards form, and agree(s) that all of said terms, conditions and provisions shall be binding on Applicant(s), co-owners, heirs, assigns, transferees and successors of interest of every nature.

Applicant Signature: _____ Date: _____

Print Name: _____ Business Name: _____

City of Monterey Park Staff Use Only

Permit Number: _____ Applicant: _____
Permit Valid for 30 Days Beginning: _____ Evidence of Insurance Provided: _____
Address/Location of Outdoor Dining: _____
Conditions: _____
Permit Issued By: _____ On this date: _____

Operational Standards and Requirements:

1. Permits cannot be issued for outdoor dining in a street or alley.
2. To provide for adequate pedestrian circulation, temporary outdoor dining must maintain a minimum of four feet of clearance between dining furnishings and any curb line, street furniture, or above ground utilities, A minimum of 50 feet of clearance must be maintained between dining furnishings and the centerline of intersecting perpendicular driveways, alleys or streets to provide for adequate vehicle sight, unless a lesser distance is determined by the City Planner to be adequate for the protection of the public safety. The public walkway shall be maintained in compliance with all applicable ADA requirements at all times.
3. Tables and chairs used for outdoor dining must be of substantial materials. Tables may be a maximum of three feet in diameter if round and three feet along the longest side if rectilinear. All such furnishings must be stored indoors after hours of operation unless otherwise determined by the City Planner.
4. The sidewalk dining area shall maintain designated ingress and egress points and shall keep them clear and accessible at all times. The sidewalk dining area may be defined by placement of portable but sturdy fencing or other suitable dividers as required or approved by the Director of Public Works.
5. Fire Department access roads (street right-of-way) and means of egress (driveway) onto the property shall be maintained clear so that vehicles and pedestrians do not interfere with, obstruct, or restrict the mobility of or block the path of travel of a fire department emergency vehicle in any way or obstruct or hamper any fire department operation.
6. The buildings means of egress to include all exit doors shall be maintained clear of any obstructions, merchandise, property, tables, chairs and canopies.
7. No open flames or candles in the outdoor dining area.
8. Any canopy over 400 square feet and tent over 200 square feet requires a fire permit.
9. No merchandise, property, tables, chairs, canopies, etc. shall be left out on the public sidewalk overnight so as to obstruct, or restrict the mobility of or block the path of travel of a fire department emergency vehicle in any way or obstruct or hamper any fire department operation
10. No food preparation, plastic food displays, food storage, or refrigeration shall be allowed in the public right-of-way.
11. Temporary Outdoor Structure/Facilities, without lettering, may also be permitted by the City Planner.
12. No outdoor dining, including furnishings and signs, may block visibility of display windows or signage of adjacent businesses unless written consent of any affected adjacent business owner to block visibility is obtained by the applicant and provided to the City Planner.
13. The permittee must maintain the outdoor dining area in a clean, sanitary and safe condition at all times, including properly disposing of all trash generated by the operation. Regular cleanup of trash and debris shall be the responsibility of the business owner.
14. An applicant must submit a diagram drawn to scale and dimensioned showing the proposed location of the outdoor dining with all seating and signage.
15. An applicant must submit a graphical depiction, such as sample photographs, depicting the appearance of the chairs, tables, and other equipment proposed to be used in the outdoor dining area.
16. An applicant must submit the proposed days and times of operating the outdoor dining area.
17. Unless suspended or revoked, permits issued pursuant to the Program have a term of 30 days. Should a permit expire, the permittee must comply with this Program to obtain a new permit. Permits may be terminated by the city, with or without cause, regardless of the nature and scope of financial or other interest in, or on account of the permit or the permitted use.
18. The permit issued pursuant to this Program must at all times be posted in a conspicuous place and be immediately produced upon the request of any police or code enforcement officer of the city.
19. The City Planner and any sworn public safety officer may temporarily suspend a permit whenever there is an emergency that requires such action to protect public safety.
20. All sidewalk dining areas shall operate in compliance with all public health guidelines and protocols related to COVID-19, as issued and updated by the Public Health Officer.