



CITY OF PLEASANT HILL

PHONE (925) 671-5209
FAX (925) 682-9327

www.ci.pleasant-hill.ca.us

100 Gregory Lane
Pleasant Hill, CA 94523

TEMPORARY OUTDOOR SEATING SUBMITTAL REQUIREMENTS

The City has recently adopted Planning Commission Resolution No. 08-20 approving on a temporary basis (minimum of 90 days effective May 26, 2020, subject to future extensions), during the COVID-19 public health pandemic, outdoor seating in excess of 12 seats for eating and drinking establishments. Please note that this does not apply to any entertainment activity.

For eating and drinking establishments requesting outdoor seating in excess of 12 seats, the following submittal information shall be provided to the Planning Division. All submittal information shall be presented along with the Planning Division application form, and any additional information required by the Planning Division before the application can be accepted as complete and considered for approval.

All submittals shall be on minimum size of 8.5" x 11" unless noted otherwise below. Please fold all plans into packets with each packet containing one copy of each plan.

Scale: The scale used on submittal plans shall generally be at a 1/8" = 1'0" for the architectural plans, 1" = 20' for site engineering plans. Include a north arrow, the scale and a bar scale on all plans.

Required <i>(if marked with an "O" submittal is optional, otherwise submittal is required, please check with Planning Division)</i>	Submittal Requirement	Number of Copies
X	<u>Application form</u> - completed and signed.	1
X	<u>Written statement</u> - describing the temporary seating in detail, including the hours of the temporary seating, storage of furniture when not in use, associated activities, and any applicable operational plan.	1
X	<p><u>Site plans</u> - site plans of the project shall be fully dimensioned and accurately drawn. The plans shall contain the following basic information unless the City determines that additional information is necessary to properly evaluate the project. Use as many sheets as necessary. You may combine information so long as the plans are easy to read.</p> <p><u>Site plan shall include the following information:</u></p> <p><i>Legal boundaries</i> - boundary lines, easements (with size and type called out), right-of-ways, trails, paths, utility poles and the like.</p> <p><i>Streets and lots</i> - proposed street layouts and lot design, off-street parking, and loading areas. This should include proposed circulation of vehicles, goods, pedestrians, number of parking spaces and bicycles. Dimension all parking, roads and maneuvering areas.</p>	3 sets, 11"x17" size

	<p><i>Buildings</i> - all existing and proposed buildings and structures. Include their outside dimensions, height (from ground to top of roof), location and use. Delineate each residential unit or commercial shop, and indicate unit type and size. Show trash enclosures, storage buildings and the like. Indicate setbacks and distance between buildings.</p> <p><i>Features</i> – Any associated structure or features that is considered for installation.</p>	
X	<p><u>Temporary Outdoor Seating Details:</u></p> <p>Photos, cut-sheets or drawings shall be provided for the temporary outdoor seating and any associate furniture.</p>	1
X	<p><u>Additional Information:</u></p> <p>Please note that proper approval must also be obtained from the Fire District and all proposals shall comply with any applicable ADA provisions, California ABC provisions (alcohol service) and compliance with any applicable County Public Health provisions that may be in effect.</p> <p><i>Public Right-of-way Requests:</i> Any requests within the public right-of-way is subject to additional City review and subject to an encroachment permit that is issued from the Engineering Division (for more information please call 925-671-5265).</p>	



APPLICATION FOR DEVELOPMENT REVIEW CITY OF PLEASANT HILL

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I. CHECK TYPE OF PERMIT(S) REQUESTED

- | | | |
|---|---|---|
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Rezoning | <input type="checkbox"/> Zoning Permit |
| <input type="checkbox"/> Use Permit | <input type="checkbox"/> Minor Use Permit | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Minor Variance | <input type="checkbox"/> Home Occupation |
| <input type="checkbox"/> Minor Exception | <input type="checkbox"/> Development Plan | <input type="checkbox"/> Sign |
| <input type="checkbox"/> Architectural Review | <input type="checkbox"/> Tree Removal | <input type="checkbox"/> Other _____ |

II. GENERAL DATA

- A. Address of Property _____
- B. Assessor's Parcel Number(s) _____
- C. Zoning _____
- D. Existing Use _____
- E. Description of Project or Request _____
- _____
- _____
- _____
- _____

III. AUTHORIZATION

In signing this application, I, as owner and/or as applicant, represent to have full legal capacity to, and hereby do authorize the filing of this application. If this application has not been signed by the property owner, attached is separate documentation of full legal authority to file this application. I agree to be bound by the conditions of approval of this application, subject only to the right to object at the hearing or during the appeal period. I further certify that the information and exhibits submitted are true and correct.

A. Property Owner

Name	_____	Phone	_____
Address	_____	Fax	_____
	_____	Email	_____
Signature	_____	Date	_____

B. Applicant other than Property Owner

Name	_____	Phone	_____
Address	_____	Fax	_____
	_____	Email	_____
Signature	_____	Date	_____

C. Authorized Agent

Company	_____	Contact/Title	_____
Address	_____	Phone/Fax	_____
	_____	Email	_____
Signature	_____	Date	_____

TO BE COMPLETED BY STAFF

APPLICATION TITLE	APPLICATION NUMBER	APPLICATION RECEIVED BY