

**CITY OF OCEANSIDE
ENGINEERING DIVISION**

**OUTDOOR EATING AREA PERMIT
SUBMITTAL REQUIREMENTS
JULY 2008**

Permits for Outdoor Eating Areas require the following information:

1. A completed application form signed by the applicant and property owner, if applicable, for the proposed use (Outdoor Eating Areas within the public right-of-way will also require a Sidewalk Café Encroachment Permit and Removal Agreement issued by the City Engineering).

2. Scaled drawing(s) on an 8-1/2" x 11" sheet of paper that includes the following information:

- a. Plan view showing:
 - i. The boundaries and dimensions of the proposed Outdoor Eating Area or Sidewalk Café and all of fixtures, furniture, fencing, planters, etc. to be used at the site in relation to the location of all street, curb, sidewalk, right-of-way and property lines.
 - ii. Exterior walls of buildings and structures on the site and at least 20 feet on both sides of the proposed Outdoor Eating Area showing location of entrances.
 - iii. Location of all street and sidewalk fixtures (e.g., trees, light standards, traffic signs, mail boxes, utilities, fire hydrants, etc.) in the immediate vicinity of the proposed Outdoor Eating Area and showing dimensions of the clearances between all such fixtures and the Outdoor Eating Area and dimension of clearance between the furniture and fixtures to be placed in the Outdoor Eating Area.
- b. Elevation view, and details, if applicable, showing:
 - i. Location, type, materials and height of railings, fencing or other method of enclosure.
 - ii. Method and type of materials for attachment of fixtures, barriers, railings or fencing used to enclose the sidewalk cafe.
 - iii. Description of furniture, including but not limited to tables and chairs, awnings, umbrellas, trash containers, ambient lighting, etc. to be used within outdoor eating area.
 - iv. Description and location of any proposed signage (a separate sign permit may be required).
- c. Landscape plan, including material list (if landscape planters proposed for use in the Outdoor Eating Area).

3. Justification Letter, providing a narrative description of the proposed Outdoor Eating Area, including but not limited to, location and size of the area, number of tables and chairs, materials to be used, fencing or other barriers, hours of operations, manner of storing fixture, furniture and equipment outside of the public right-of-way, etc.