

SEASONAL OUTDOOR DINING PILOT PERMIT APPLICATION

Submission Date:

Permit #:

A. INSTRUCTIONS

1. Read the Seasonal Outdoor Dining Pilot Permit design and operational guidelines.
2. Determine eligibility and location of seasonal outdoor dining area.
3. Develop outdoor dining area diagram
4. Prepare all supporting materials listed under "Checklist of Application Materials"
5. Submit application and supporting materials online at fairfaxva.gov/outdoordining or via email to outdoordining@fairfaxva.gov.
6. Questions? Email outdoordining@fairfaxva.gov.

B. RESTAURANT INFORMATION

Restaurant Establishment Name	<input type="text"/>	1
Restaurant Establishment Address	<input type="text"/>	2
Business License	<input type="text"/>	3
VABC License #	<input type="text"/>	4

C. APPLICANT INFORMATION

Name	<input type="text"/>	1
Relation to Restaurant	<input type="text"/>	2
Address	<input type="text"/>	3
Phone	<input type="text"/>	4
Email Address	<input type="text"/>	5
Are you the business/property owner?	<input type="checkbox"/> Yes <input type="checkbox"/> No	6

D. BUSINESS/PROPERTY OWNER INFORMATION (IF APPLICANT IS NOT THE BUSINESS/PROPERTY OWNER)

Name	<input type="text"/>	1
Address	<input type="text"/>	2

Phone 3

Email Address 4

E. CERTIFICATE OF USE AND OCCUPANCY (CUO) AND PARKING DETAILS

Does the restaurant have a current CUO or site plan approval for an outdoor dining area? Yes No 1

Existing Certificate of Use and Occupancy #/ Site Plan # 2

Describe your customer parking arrangements. Do you have designated parking spaces? If so, where are they located? 3

F. OUTDOOR SEATING (Review design and operational guidelines before completing.)

Where will your seasonal outdoor dining area be located? Public Right of Way (Sidewalks, multipurpose paths, or other public spaces) Private Property (Walkways, paved areas near a building entrance, plazas, or parking lots.) 1

Is this an expansion of an existing outdoor seating area? Yes No 2

Describe the proposed outdoor dining area? 3

What is the seating area dimensions (length x width)? 4

What is the seating area size (square feet)? 5

Proposed number of seats 6

Proposed number of tables 7

Will alcohol be served? Yes No 8

If alcohol will be served, describe the barrier to enclose the seating area.

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G. CHECKLIST OF APPLICATION MATERIALS

Site Plan

The site plan should show the proposed seasonal outdoor dining space to scale and include:
 Layout of Furnishings and Furniture
 Measurements (to buildings, sidewalks, roadways, etc.)
 Location of physical barriers (if applicable)

1

Photos/ Renderings/ Graphics showing the type and materials.

If product specification sheets are available, it is recommended to include them with the submittal:
 Furnishings, Furniture, Umbrellas, and/or Planters
 Barriers (if applicable)

2

Provide the following If located on private property.

Only provide the following if the proposed seasonal outdoor dining area is located on private property not owned by the business:
 Written approval with signature from the property owner and/or manager.
 Not applicable

3

Provide the following If located on the public right of way.

Only provide the following if the proposed seasonal outdoor dining area is located in the public right of way:
 Proof of commercial general insurance with the City named as additionally insured in the minimum amount of one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) general aggregate.
 Evidence of liquor liability coverage (if applicable) with a minimum of one million dollars (\$1,000,000.00) per occurrence.
 Proof of workers compensation insurance.

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H. REQUIREMENTS AND GUIDELINES FOR SEASONAL OUTDOOR DINING AREAS

The seasonal outdoor dining pilot permit program is permitted through an administrative approval process. Permits are valid from March 1 – November 30 of the calendar year and must comply with the design and operational requirements.

Seasonal outdoor dining areas must meet design guidelines prior to approval, issuance of a permit and use. Any changes or additions to an approved application or existing sidewalk dining area shall require submission of a new application.

Operational guidelines must be adhered to and may vary based on the location of the proposed seasonal outdoor dining area. Any violation of the guidelines will result in revocation of the seasonal outdoor dining permit.

Design and operational guidelines can be found on the seasonal outdoor dining website at fairfaxva.gov/outdoordining.

I. APPLICATION SUBMITTAL PROCESS

1. Review design and operational guidelines fairfaxva.gov/outdoordining.
2. Determine eligibility.
3. Develop seasonal outdoor dining area diagram.
4. Submit completed application and all checklist of application materials to outdoordining@fairfaxva.gov.

APPLICATION FOR ADMINISTRATIVE APPROVAL

5. There is a nonrefundable \$100.00 application fee. Fees are to be paid at the Commissioner of the Revenue located at 10455 Armstrong Street, Fairfax, VA 22030.
6. For seasonal outdoor dining areas located in the public right-of-way (ROW), there is also a fee assessed based on the square footage of the ROW area leased. Fees for use of public sidewalk or public ROW areas shall be ten dollars (\$10.00) per square foot per term.
7. Any approvals required by the Virginia Department of Alcoholic Beverage Control are the responsibility of the applicant.
8. Application review and physical inspection.
9. Seasonal outdoor dining areas cannot be occupied until the area is inspected by Code Administration and a permit is issued through the Seasonal Outdoor Dining Pilot Permit program.
10. Upon expiration of the permit, all furniture and furnishings must be removed immediately. If they are not removed, the city reserves the right to remove them without further notice.

J. APPLICANT DISCLOSURE AGREEMENTS

- The undersigned attest that all of the information herein provided is true, correct, and accurate to their best of their knowledge.
- The undersigned acknowledges that approved seasonal outdoor dining areas are subject to periodic review and may be terminated at any time by Fairfax City.
- The undersigned agrees to comply with all seasonal outdoor dining design and operational guidelines (which can be found at fairfaxva.gov/outdoordining) that pertain to the specific location of the seasonal outdoor dining area. Failure to comply may result in the revocation of the seasonal outdoor dining permit.
- The undersigned agrees to comply with all requirements set forth in all applicable federal, state, and local laws, ordinances, and regulations, including, by way of illustration and not limitation, those administered by the Governor of Virginia, the Virginia Alcoholic Beverage Control Authority, and the following Fairfax City departments: the Community Development and Planning Office, Code Administration, the Police Department, the Fire Marshal's Office, the Department of Public Works, the Commissioner of the Revenue and the Economic Development Office.

Business Owner/Operator Name

Signature

Date