



Administrative Use Permit Application Form— Temporary Outdoor Dining/Personal Care Services Space Permit

303 East B Street, Ontario, California 91764 Phone: 909.395.2036 / Fax: 909.395.2420

GENERAL INFORMATION

Property Owner: _____

Address: _____

Phone: _____ Email: _____

Applicant: _____

Address: _____

Phone: _____ Email: _____

Applicant's Representative: _____

Address: _____

Phone: _____ Email: _____

For Staff Use Only

File No.: _____

Date: _____

Rec'd By: _____

Fee: \$ **No Fee Permit**

Cash Check (# _____)

Credit Card

Receipt No.: **N/A**

Action:

Approved Denied

By: _____

Date: _____

TYPE OF OUTDOOR DINING/PERSONAL CARE SERVICES SPACE PERMIT REQUESTED (check all that apply)

- Category 1:** Private Property – Not designated for vehicular use
- Category 2:** Private Property – Public Pedestrian Areas - Sidewalk/Plazas
- Category 3:** Private Property – Designated for Vehicular Use (Private alleys, private parking spaces, or private parking lots).
- Category 4:** City Roadway, Parking Areas, Alleyway and Rights-of-Way

SUMMARY OF BUSINESS AND PERMIT REQUEST (attach additional sheets if necessary)

Hours of Operation? _____

If temporary outdoor dining is proposed, will alcoholic beverages be served? Yes No N/A

If yes, what category(s)? _____

ABC License No.: _____

APPLICANT AFFIDAVIT

I, the undersigned, certify that I am the applicant in the foregoing application, that I have read the foregoing application and know the content thereof, and state that the same is true and correct to the best of my knowledge and belief, and further certify that I shall comply with each and every condition of approval as stated herein.

Furthermore, I, the undersigned, agree to defend, indemnify, and hold harmless the City of Ontario or its agents, officers, and employees, from any claim, action or proceeding against the City of Ontario or its agents, officers or employees, to attack, set aside, void or annul any approval by the City of Ontario, whether by its City Council, Planning Commission, or other authorized board or officer. The City of Ontario shall promptly notify the applicant of any such claim, action or proceeding, and the City of Ontario shall cooperate fully in the defense.

Date: _____ Signature: _____

Name (print or type): _____

PROPERTY OWNER OR APPROVING AGENT ACKNOWLEDGEMENT

I, the undersigned, certify and say that I am the owner, approving agent, for the property in the foregoing application, that I have read the foregoing application and know the content thereof, and agree to the filing of this application with the City of Ontario.

Date: _____ Signature: _____

Name (print or type): _____

Address: _____

Phone: _____

REVIEWING DEPARTMENT SIGNATURES (to be completed by City staff)

<u>Required Routing</u>	<u>Approved</u>	<u>Denied</u>	<u>Signature</u>	<u>Date</u>
<input type="checkbox"/> Planning Department:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Airport Planning:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Engineering—Traffic/Transportation:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Engineering—Environmental Services:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Building Department:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Police—Traffic:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Police—ABC:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Fire Department:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Code Enforcement:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> **Risk Management:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> **City Clerk:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Note: ** Means review required only if the proposed activity occurs on public property or right-of- way.

CONDITIONS OF APPROVAL (to be completed by City staff)

- (1) Permit approval shall expire on _____, 20____, at which time the site shall be restored to its original condition, including cleanup of all trash and debris.
- (2) The site shall be developed/configured in accordance with the approved plan(s) on file with the City, except as may otherwise be stipulated herein, prior to commencement of the activity.
- (3) Approval of this activity shall not excuse compliance with all other sections of the Ontario Municipal Code, Ontario Development Code, and all other applicable City laws and ordinances in effect at the time of permit issuance.
- (4) All signs shall be reviewed by the Planning Department for compliance with Division 8.01 (Sign Regulations) of the Ontario Development Code, prior to their installation.
- (5) Any off-site, unpaved parking spaces shall be striped with lime and continually maintained, to ensure proper traffic circulation and safety.
- (6) The Planning Department shall be contacted for inspection of the site, prior to commencement of the approved activity.
- (7) You may be required to provide the City with a Certificate of Insurance naming the City of Ontario as additionally insured. Contact the City's Licensing Department (Ph.: 909.395.2022) for further information.
- (8) Failure to comply with the herein-listed conditions of approval shall cause enforcement and possible revocation of this Permit.
- (9) Special Conditions (attach additional sheets if needed): _____



Temporary Outdoor Dining/Personal Care Services Space Permit—Filing Procedures & Requirements Checklist

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APPLICATION PROCEDURES

Step 1: Contact the Planning Department to obtain permit application form and discuss zoning requirements, sign restrictions, and possible locations for the use.

Step 2: Complete the Temporary Use Permit application and prepare the site plan and building elevations (if applicable) according to the submittal requirements listed under Section 2.

Step 3: Submit the application to the Planning Department for review by the following departments:

- **Planning Department:** For compliance with Development Code and ALUCP restrictions such as (land use, number of employees permitted, parking, access requirements, signage standards, etc.).
- **Building Department:** For building, electrical permits, ADA access.
- **Engineering Department:** For compliance with access requirements and to obtain any necessary encroachment permits.
- **Police Department:** For compliance with ABC guidelines, traffic control, security standards and any other applicable requirements.
- **Fire Department:** For compliance with the Uniform Fire Code requirements and any applicable City Fire standards.
- **Code Enforcement:** For compliance with Code Enforcement concerns.
- **Risk Management:** Review is required of current liability insurance and coverages for activities or events that take place on public property.

Step 4: Install the improvements required by the conditions of approval.

Category 1, 2 AND 3 – CHECKLIST REQUIREMENTS

- Complete Application form
- Summary of business and permit request
- Photos of proposed outdoor dining or personal services area, showing all tables, chairs, aisles, and other requirements per the Program.
- Copy of valid City of Ontario Business License (Tax Certification)

- Copy of the Additional Insured Certificate detailing the Temporary Outdoor Business Area
- Copy of Alcohol Beverage Control (ABC) COVID-19 application and map – and license when obtained (if applicable)
- Aerial or drawing (can be hand drawn to scale, but **must** be legible and include dimensions and labels for of all requirements in the Guidelines such as pedestrian walkways, tables, separation distances, etc.) showing:
 - Existing business storefront and storefronts adjacent to the business
 - Area proposed for the permit
 - Full sidewalk, street, and parking area in the proposed permit area
 - Tables, chairs, aisles in the proposed permit area
 - All accessible routes to outdoor dining or personal services areas, showing minimum 44" aisle widths. For dining, show 5 percent accessible seating for each type of seating
 - Exit doors from buildings and/or exit gates with unobstructed paths of travel to public way (If applicable)
 - Fire Lanes, fire extinguishers, fire hydrants, Fire Department connections and post indicator valve
 - Proposed fence or barrier with compliant gates (If applicable)
 - Outdoor lighting source (If applicable)
 - Any proposed umbrellas
 - Any proposed tent or membrane structures – that will require a separate permit – including proof that all tents or membrane structures bear a California State Fire Marshal tag on each panel and/or provide certificate of flame-retardant treatment (If applicable)

Category 4 – CHECKLIST REQUIREMENTS

- Completed Application Form
- Summary of business and permit request
- Copy of valid City of Ontario Business License (Tax Certification)
- Copy of the Additional Insured Certificate detailing the outdoor dining or personal services area
- Copy of Alcohol Beverage Control (ABC) COVID-19 application and map – and license when obtained (if applicable)

- Dimensioned and to scale site plan/site map/drawings/aerials (size and font must be legible) showing:
 - Existing business storefront and storefronts adjacent to the business.
 - Area proposed for the permit.
 - Full sidewalk, street, and parking area in the proposed permit area.
 - Tables, chairs, aisles in the proposed permit area shown and labeled.
 - All accessible routes to outdoor dining or personal services area, showing minimum 44" aisle widths. For dining areas, show 5 percent accessible seating for each type of seating.
 - Exit doors from buildings and/or exit gates with unobstructed paths of travel to public way (If applicable). All exit doors and/or exit gates (If applicable).
 - Fire Lanes, fire extinguishers, fire hydrants, Fire Department connections and post indicator valve.
 - Proposed fence or barrier with compliant gates (If applicable).
 - Outdoor lighting source (If applicable).
 - Any proposed umbrellas.
 - Any proposed tent or membrane structures – that will require a separate permit – including proof that all tents or membrane structures will bear a California State Fire Marshal tag on each panel and/or provide certificate of flame-retardant treatment (If applicable).
 - City of Ontario Encroachment Permit/ Caltrans approval and review if on Euclid Avenue