



City of

# HUNTINGTON PARK california

COMMUNITY DEVELOPMENT DEPARTMENT

6550 MILES AVENUE

HUNTINGTON PARK, CA 90255

TEL: (323) 584-6210 FAX: (323) 584-6244

## **SIDEWALK DINING PERMIT APPLICATION GUIDELINES**

Applications for Sidewalk Dining Permits are processed by the Planning Division within the Community Development Department. A sidewalk dining permit is necessary for any eating establishment proposing a dining/seating area on the public (City owned) sidewalk within the Downtown Specific Plan (DTSP) Zone.

In order to obtain a Sidewalk Dining Permit, compliance with Title 7, Chapter 2, Article 4 of the Huntington Park Municipal Code IS required. A site/floor plan describing in detail how the proposed sidewalk dining area will be conducted on the public sidewalk is necessary. The proposed plan(s) are then reviewed to determine conformity with local regulations. Approval is subject to the policies of the Director of Community Development and the City Engineer. Applicants are advised to inquire directly with other agencies as to their requirements.

### **I. APPLICATION PROCEDURES**

1. Submit three (3) sets of plan drawings as outlined below.
2. Submit a Sidewalk Dining Permit Application (attached).
3. Submit required permit fee of \$250.00.
4. Notarized Letter of Authorization from the owner of the property.
5. Catalogue/brochure sheets of outdoor furniture, trash receptacles, pottery, and fencing barrier materials.
6. Photographs of the area proposed for sidewalk dining.

### **II. PLAN REQUIREMENTS**

Plans should include the following items:

1. Property line boundaries.
2. All existing and proposed structures and uses.
3. Adjacent public improvements (street furniture, light poles, hydrants, etc.)
4. Landscaping (trees, shrubs, lawns, ground cover, etc.)
5. Special areas (walkways, entrances, etc.)
6. Full dimensions.
7. North arrow.
8. Size and location of tables and chairs, pottery, trash receptacles and fencing barriers on the sidewalk.

### **III. DEVELOPMENT STANDARDS**

Sidewalk dining areas shall conform to all of the following requirements:

- a. A minimum width of at least five (5') feet of unobstructed area of public walkway.
- b. The sidewalk dining area shall not extend beyond the boundaries of the abutting property. If written approval is given by the adjacent property owner, then the sidewalk dining area may extend beyond the adjoining property's storefront up to twenty-five (25%) percent of the subject site width.
- c. The maximum height of any object to be placed upon the sidewalk, with the exception of table umbrellas with properly weighted anchors, pursuant to the terms of this article shall be four (4') feet and all such objects shall be entirely portable.

- d. The sidewalk dining area shall not exceed eight (8') feet in width.
- e. The tables used for the sidewalk dining area shall not exceed thirty (30") inches in diameter.
- f. A permit may be issued only to the operator of a business on the abutting property.
- g. Use, occupation and obstruction of the public walkway which is permitted under this article may be temporarily suspended, without prior notice or hearing, when, in the discretion of the Director, the police chief, or the fire chief, any such use, occupation or obstruction may interfere with public safety efforts or programs, street improvement activities, construction activities, cleaning efforts or other similar activities or with the health, welfare or safety of the citizens of the City.
- h. All objects used in conjunction with the sidewalk dining area shall be removed from the public right-of-way during closed business hours, except as otherwise approved by the Director.
- i. The sidewalk dining area shall be kept in a good state of repair and maintained in a clean, safe and sanitary condition.
- j. The sidewalk dining area may be defined by placement of portable but sturdy fencing or other suitable temporary dividers as required or approved by the Director.
- k. All fencing, dividers and obstructions shall also be reviewed and approved by the Director in order to ensure that they are in keeping with the aesthetic and architectural character of the area and with all approved design guidelines for the area.
- l. There shall be no alteration or modification to the surface of the public walkway.
- m. The sidewalk dining area may not be located within twenty (20') feet of an intersection (measured to the prolongation of the near curb of the intersecting street) nor within ten (10') feet of a driveway or alley (measured to the near end of the fully depressed portion of an apron-type driveway or to the prolongation of the near curb of the driveway).
- n. The sidewalk dining area shall be located in a manner which will not interfere with the visibility, vehicular or pedestrian mobility or access to City or public utility facilities. The determination of whether a sidewalk dining area or any part thereof interferes shall be made by the Director at the time of application based on the characteristics of each proposed site.
- o. The Director may, in his or her sole discretion, place additional conditions upon the issuance of the permit in order to insure the protection of the public rights-of-way and the rights of all adjoining property owners and the health, safety and welfare of the public.
- p. Permits shall be considered temporary in nature, and permittee shall have neither property interest in nor any entitlement to the granting or continuation of any such permit.
- q. Permits, sidewalk dining areas and obstructions shall conform with all other applicable City and other governmental requirements including, without limitation, zoning and design review, except as otherwise provided herein.

#### **IV. LIABILITY INSURANCE**

The City shall require as a condition to the issuance of a sidewalk dining permit the filing of a certificate of liability insurance evidencing coverage for bodily injury and property damage liability in an amount and form subject to the approval of the City Clerk.

#### **V. SIDEWALK USE FEE**

In addition to the permit application fee, an annual public sidewalk use fee is required. Advance payment of said use fee is required for a six (6) month minimum interval. The annual fee is as follows:

- a. 0-50 square feet: \$315.00
- b. 51-200 square feet: \$625.00
- c. 201-400 square feet: \$935.00
- d. Over 400 square feet: \$1,245.00 plus \$2.00 per additional square foot.

For further information, please contact the Planning Division by calling (323) 584-6210, between 7:00 a.m. and 5:30 p.m., Monday through Friday.



**CITY OF HUNTINGTON PARK**  
 Community Development Dept. • Planning Division  
 6550 Miles Avenue, Huntington Park, CA 90255  
 Tel. (323) 584-6210 • planning@hpca.gov

# SIDEWALK DINING PERMIT APPLICATION

**FOR OFFICE USE ONLY**

Date Filed: \_\_\_\_\_ File No.: \_\_\_\_\_ Fee/Receipt No.: **\$250.00** Initials: \_\_\_\_\_

**PROJECT ADDRESS OR GENERAL LOCATION:** \_\_\_\_\_

**BUSINESS OWNER'S INFORMATION**

Business Name: \_\_\_\_\_

Business Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY OWNER'S INFORMATION**

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Email: \_\_\_\_\_

**TYPE OF USE** (Check all that apply):

Restaurant  Coffee Shop  Donut Shop  Ice Cream/ Yogurt Shop  Bakery  Snack Shop

Other (Describe): \_\_\_\_\_

**DESCRIPTION OF USE:**

Square Footage of Use: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Will alcoholic beverages be served? Yes  No

If you answered yes:

a. Do you have a Conditional Use Permit? Yes  No  Conditional Use Permit No.: \_\_\_\_\_

b. Do you possess a valid Dept. of Alcoholic Beverage Control on-sale alcoholic beverage license?  
 Yes  No

**CERTIFICATE AND AFFIDAVIT OF APPLICANT:** I/We certify that all statements made on this application are true and complete to the best of my knowledge. I/We understand that any false statements may result in denial of the requested permit or revocation of any issued permit. I/We further certify that I am, or have permission by, the property owner to conduct the proposed development applied for herein.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date