



City of Colton

APPLICATION FOR TEMPORARY OUTDOOR BUSINESS PERMIT (Special Event Application)

PROPOSED SITE PLAN MUST BE INCLUDED WITH APPLICATION

Business Name: _____
 Contact Person: _____
 Business Address: _____
 City & Zip Code: _____
 Phone Number: _____ Email address: _____

Type of Business: _____ Restaurant _____ Barber/Beauty _____ Personal Services

Please describe hours of operation, a description of any temporary lighting, a description or pictures of the type of barrier to be used and how the location will meet San Bernardino County Public Health guidelines.

This permit is for the allowance of temporary business only, in accordance with state orders and in the interest of allowing businesses some relief due to circumstances caused by the COVID-19 virus. The City will notify all permit applicants one week in advance of the cessation of outdoor dining activities.

Please circle answer that applies:

Will on-site banners be used? YES NO If Yes, size, shape & materials: _____
 Will canopies/tents be utilized? YES NO If Yes, please describe: _____
 Will alcohol be served? YES NO If Yes, provide ABC License No: _____
 Will there be any sound amplification? YES NO

Describe parking/traffic control: _____

AGREEMENT

- I, the undersigned, have read, understand and accept, and will comply with the attached conditions and the requirements of the Colton Municipal Code. I understand that any violation of the aforementioned conditions shall result in immediate revocation of this permit. I hereby certify that the information I have submitted (see submittal requirements on attached page) is complete and accurate. _____
Initial

- I/We agree to indemnify, hold harmless, defend and reimburse the City, its officers, employees, volunteers and agents from any liability, damage, penalty, expense or loss of any nature, including but not limited to, liability for injury to or death of persons, or damage to property arising out of or in connection with the event or approximately caused by the negligent or intentional act or omission of the applicant, or any person who is under the applicant's control. _____
Initial

- I/We agree to abide by and enforce the rules and regulations of the City of Colton. _____
Initial

Signature of Applicant: _____ Date: _____

FOR OFFICE USE ONLY		
Date Received/Initials:	Applicant Contacted:	Committee Date:
DOCUMENT CHECKLIST Site Map <input type="checkbox"/> Rec'd _____ <input type="checkbox"/> N/A Insurance <input type="checkbox"/> Rec'd _____ <input type="checkbox"/> N/A Property Approval <input type="checkbox"/> Rec'd _____ <input type="checkbox"/> N/A	ADDITIONAL REQUIREMENTS Business License <input type="checkbox"/> N/A <input type="checkbox"/> Rec'd Health Permit <input type="checkbox"/> N/A <input type="checkbox"/> Rec'd ABC License <input type="checkbox"/> N/A <input type="checkbox"/> Rec'd Security <input type="checkbox"/> N/A <input type="checkbox"/> Rec'd	SPECIAL EVENTS COMMITTEE <hr/> <i>Emailed to Committee</i> Community Development <input type="checkbox"/> Police <input type="checkbox"/> Fire <input type="checkbox"/> Public Works <input type="checkbox"/> Electric <input type="checkbox"/> Event Approved
Notes:		

CITY OF COLTON

APPLICATION FOR TEMPORARY OUTDOOR BUSINESS PERMIT GUIDELINES

Contact for Special Events Process

Razili Ramirez, 'Acting' Recreation Coordinator

Monday-Friday, 9:00 a.m.-5:00 p.m. • Phone: 909.370.6152 • Fax: 909.777.3351

Email: raziliramirez@coltonca.gov

TEMPORARY OUTDOOR BUSINESS SUBMITTAL REQUIREMENTS

The following shall be submitted with the Temporary Use Permit application for temporary outdoor business due to COVID-19 occupancy restrictions:

1. **Site Plan.** Provide a site plan of the property, including the building, parking lot and any outdoor areas associated with the business or property. A Google maps screenshot with details is usually sufficient.
 - Indicate the proposed location of the outdoor service area, the dimensions of the proposed area, the width of the sidewalk (if utilizing the sidewalk for the dining area),
 - note the location of all tables or equipment (stations must be spaced six feet apart) and
 - any required fencing, barriers or canopies/"easy-ups."
 - i. If alcohol is to be served, please show the location of all ABC required fencing/barriers.
 - b. **Use of Parking Areas for Seating.** If parking spaces are to be used for service, the following criteria must be met:
 - i. ADA accessible spaces and the required path of travel may not be blocked or utilized.
 - ii. Any parking spaces to be utilized must be directly adjacent to the business. Customers and/or serving staff may not cross drive aisles to get to the seating area.
 - iii. Drive aisles must remain clear.
 - c. **Use of Public Parking/Sidewalks for Dining.** If any public area is to be used for outdoor service, the following criteria must be met:
 - i. Sidewalks must still allow for a four-foot-wide path of travel at all times.
 - ii. An Encroachment Permit must be obtained from Public Works. Please contact Public Works or see the City website for requirements.
2. **Letter of Authorization.** A letter of authorization from the landlord or property management company is required. The letter must indicate which areas are approved for outdoor service.

Conditions of Approval for Temporary Outdoor Business

The following conditions must be adhered to at all times:

1. The outdoor service area shall be restricted to areas immediately adjacent to the business.
2. All tables, chairs, umbrellas, lighting and other accessories used in the outdoor service area shall be temporary.
3. Any canopies, "easy-ups" or other temporary shade structures shall be anchored to local wind load standards pursuant to California Building Code requirements.
4. Barriers or fencing shall be provided to surround the temporary outdoor service area if the seating area utilizes a parking area.
5. Ambient music shall be allowed in the outdoor dining area between the hours of 8:00 A.M. and 8:00 P.M. and must be in compliance with the City noise ordinance.
6. ABC approval shall be required for any outdoor use which expands the licensed alcohol sales footprint & required barriers by State Department of Alcoholic Beverage Control Board.

The following are prohibited:

1. The permanent attachment or installation of any accessories required for outdoor dining or service, such as:
 - a. Bolting any tables, umbrella stands or barriers to the building, sidewalk, parking lot, etc.
 - b. Installing fixed heat lamps.
2. Expanding the service area beyond the approved area shown on the site plan.
3. The use of the temporary outdoor service area for any purpose other than expressed in this application.
4. The use of any accessories required for outdoor service which block any ADA parking spaces or path of travel.

Temporary Tents for Outdoor Service

- Provide a detailed site and floor plan indicating placement of tents in relation to the existing building and fire lanes. Indicate tables and chairs or stations and proposed seating capacity and arrangement. CFC 3103.6
- Fire apparatus access roads shall be provided/maintained in accordance to Section 503. CFC 3103.8.1
- Portable fire extinguishers shall be provided as required by Section 906. CFC 3105.9 A 2A/10BC fire extinguisher shall be provided outside during hours of outdoor dining.
- Smoking shall not be permitted in or under tents. Approved "No Smoking" signs shall be conspicuously posted. CFC 3107.3
- Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside, under, or within 20 feet of the tent structure while open to the public.
- Provide means to separate patrons from motor vehicle traffic and/or parking.
- Tents or EZ-UP's shall not be bound together.
- A Fire Department inspection will be required. Please email rbruno@confire.org to set up inspection.