APPLICATION CHECKLIST

OUTDOOR RESTAURANT SEATING ZONING CLEARANCE

Outdoor (sidewalk) restaurant seating requires a Zoning Clearance Certification pursuant to Chapter 19.72. The outdoor restaurant seating is subject to compliance with the standards established by Chapter 19.52, Outdoor Seating. Processing time is within 7 calendars days of receipt of the request by the Planning & Redevelopment Department.

Applications shall be reviewed for compliance with the submittal requirements listed below. ***Applications submitted without the required information are not required to be accepted for processing.***

Application Submittal Requirements:

A) One (1) copy of the Zoning Clearance Application form and all required original signatures.

B) One (1) copy of a fully dimensional site plan drawn to scale indicating:

___ Project name and street address
___ Property lines
___ Buildings and structure locations
___ Driveways, curbs and parking spaces
___ Entrances, exits, and walkways
___ Fencing location and detail if proposed
___ Location of seating area and square footage
___ Moveable or fixed seating

C) One (1) copy of a parking study demonstrating conformance with off street parking standards.

OWNER'S AUTHORIZATION: I authorize the applicant, who is not the owner of record, to file this application, to maintain outdoor restaurant seating, and to represent me on all matters concerning the application (original signature is required).

_____

Property owner (please print name) Signature Phone # Date

_____

Applicant (please print name) Signature of applicant

_____

Address Daytime Phone # Date

If you have any questions, call the Planning & Redevelopment Department at (916) 774-5276 (California Relay Service 1-800-735-2929) or staff is available at 311 Vernon Street, Roseville, CA 95678

FOR STAFF USE ONLY

Planning & Redevelopment Approval Date: _____ Approved by: _____

Planning & Redevelopment Denial Date: _____ Denied by: _____