



# Temporary Outdoor Dining Checklist

Applicants must submit all the required items listed below.

Planning staff may request the additional items as needed on a project-by-project basis (below).

Applications without all the required items listed below will not be accepted.

**SUBMIT YOUR APPLICATION ONLINE AT <https://epicla.lacounty.gov>**

## REQUIRED ITEMS

### 1. FILING FEE - \$234

Payments accepted online. Acceptable forms of payment include e-checks or debit/credit card.

### 2. SPECIAL EVENTS PERMIT – TEMPORARY OUTDOOR DINING APPLICATION

Completed Steps 1 - 7. Application must be signed by the owner(s) of the property where the temporary outdoor dining is located.

### 3. PROOF OF OWNERSHIP

If the project site is owned by an LLC, corporation, partnership, or trust, an ownership disclosure is required. This disclosure must list the name and addresses of the principal owners (25% or greater) and attach a copy of the current corporate articles, partnership agreement, or trust document, as applicable.

### 4. COLOR PHOTOGRAPHS

Minimum of one photo that depicts the project site and proposed outdoor dining area.

### 3. SKETCH/ PLANS

Sketch that depicts:

- The dimensions of the existing establishment, the on-site or off-site parking facility, and the proposed outdoor dining area.
- The barrier between the temporary outdoor dining area and the parking facility, and public right-of-way if applicable.
- Proposed layout, including all tables, chairs, furnishings, and equipment.

## SKETCH/PLANS SHALL DEPICT COMPLIANCE WITH THE FOLLOWING REQUIREMENTS

Temporary outdoor dining area does not exceed 100% of the existing establishment's dining floor area. Parking for the temporary outdoor dining area shall not be required.

No more than 50% of the establishment's parking spaces is converted into a temporary outdoor dining area. Walkways may be included in the temporary outdoor dining area.

Temporary outdoor dining area is not separated from the establishment by an active driveway and is not located within 10 feet of any active driveway or aisle within the parking facility, including any loading zones. Except for any required fire lanes, interior driveways may be converted to temporary outdoor dining area so as long as adequate vehicular circulation within the parking facility is maintained.

Temporary outdoor dining area is delineated from any active driveway or parking areas with barriers to ensure vehicular traffic cannot enter the temporary outdoor dining area. If the temporary outdoor dining area is adjacent to a public sidewalk, street or highway, the barrier must provide separation unless the public right-of-way is also authorized for temporary dining use under the County's Temporary Outdoor Dining program. Acceptable barriers include federally recognized traffic barricades.

Temporary outdoor dining area has lighting arranged to prevent glare or direct illumination onto any residential or agricultural zone.

Only the following furnishings and equipment may be placed within the temporary outdoor dining area:

- Tables
- Chairs and benches
- Structures and equipment for weather protection, including
  - Umbrellas that do not overhang any internal active driveway, Americans with Disabilities Act (ADA)-accessible parking space or ADA path of travel and are in a stable base to prevent accidental or wind-blown tipping over.
  - Shade structures maximum 120 square feet.

Outdoor dining furnishings and equipment are not attached to the private walkway or parking facility in any way.

Outdoor dining, including furnishings and equipment, complies with the Los Angeles County Department of Public Health's Guidance for Outdoor Dining During COVID-19 State Order.

The permittee complies with all current ADA requirements, including parking spaces and path of travel.

**FOR FULL LIST OF REQUIREMENTS PLEASE REFER TO COUNTY'S TEMPORARY OUTDOOR DINING GUIDELINES**

**FOR QUESTIONS, PLEASE CONTACT REGIONAL PLANNING AT:**

**[zoningldcc@planning.lacounty.gov](mailto:zoningldcc@planning.lacounty.gov) or (213) 974-6411**