Main requirements for open-air dining on PRIVATE PROPERTY, as accessory to a restaurant:

☐ The operation of the restaurant shall not interfere with the circulation of pedestrian or vehicular traffic on the adjoining streets, alleys or sidewalks.

☐ The open-air dining area shall not occupy an area of more than thirty (30%) percent of the public indoor dining area of the primary restaurant operation.

☐ The open-air dining area shall be unenclosed and shall be open except that it may be covered with a canvas cover or structural canopy of a building's arcade, loggia or overhang.

☐ All kitchen equipment used to service the open-air dining area shall be located within the kitchen of the primary restaurant or business.

☐ Any changes to approved plans require resubmittal of application for approval.

Required steps to apply for open-air dining on PRIVATE PROPERTY, as accessory to a restaurant:

Step 1. Submit plans for review by the Board of Architects. The following items are required to be submitted for review by the Board of Architects along with applicable fees:

a) Two (2) sets of the following:
   - Site Plans: Entire site.
   - Elevation(s): All building facades where seating is to be located.
   - Floor plans (11” x 17” format): Provide seating layout and service stations, including number of tables and chairs.

b) Color photographs of the proposed location and surroundings where the outside seating will be placed (no black and white photos accepted).

c) Manufacturer specifications for the tables and chairs showing pictures.

d) Current signed and sealed survey of the property which is less than five (5) years old.

e) Completed, signed, and notarized Board of Architects application.

Step 2. Following Board of Architects’ approval plans will be routed to all applicable trades for review and approval.

Step 3. After receiving approval from the Board of Architects submit plans for review and approval by the Zoning Division for a Zoning Permit for open-air dining on private property.

Step 4. Maintain copy of approved application and plans on-site and available for inspection.

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