

## OUTDOOR CAFÉ PRE-APPLICATION INFORMATION AND ATTACHMENTS CHECKLIST

The following information and documents will be required for submission and processing of an Outdoor Café License Application:

1. Name and address of the Outdoor Café to be licensed.
2. Name, address and contact information for the Owner of the property on which the Café is located.
3. Name, address and contact information for the Applicant (*if different from the property Owner*).
4. Name, address and contact information for any Agent representing the property Owner or Applicant (*if an Agent is being used to file and process the Application*). ***[If an Agent is used fill out and sign the Application, I signed letter of authority from the named Applicant will be required.]***
5. A copy of the recorded instrument and all associated documents (e.g., subdivision plat, right-of-way plat, and/or deed) by which the street, road, right of way, easement, or other Public Space within which the Outdoor Cafe will be located was established. ***[Contact the Real Estate Bureau, if assistance is needed for locating this item.]***
6. A copy of the restaurant's lease agreement and a letter of permission, signed by the property owner, allowing Applicant to use the proposed Outdoor Café area (if someone other than the owner of the property is the Applicant/proposed Licensee).
7. A copy of a valid Certificate of Occupancy for the restaurant/establishment.
8. A copy of a valid Certificate of Occupancy for the Outdoor Café area (if there is a pre-existing approved Outdoor Café).
9. A Certificate of Insurance evidencing the required public liability insurance policy covering the County for use of the Public Space by the Licensee. ***[A policy of general liability insurance, in the amount of Two-million dollars (\$2,000,000), which shall insure the County, as an additional named insured, against all claims, demands, suits and related costs, including attorneys' fees, arising from any bodily injury or property damage which may occur as a result of the Outdoor Café License.]***
10. Three (3) photographs showing front view and views from the right and left of the entire space proposed for the café, including area immediately surrounding the proposed café space.
11. Outdoor Café plan drawings, with dimensions, to scale, showing the layout of the Outdoor Cafe area, including the following:
  - The amount of Public Space to be used by the Outdoor Café (square footage).
  - The location of the Public Space within the area of the proposed Outdoor Cafe area.
  - The design, location, size, dimensions and configuration of all Outdoor Café elements, including tables, chairs, umbrellas, railings, or other fixtures to be located within the Outdoor Cafe.
  - All existing conditions within the adjacent Public Space and Public Space to be licensed, including the locations and dimensions of lamp posts, traffic and parking signs, signal poles, trash receptacles, benches, and other sidewalk features or obstructions.
  - Distance from adjacent roadway back of curb(s) to the property line.
  - Distance from adjacent roadway back of curb to outer edge of sidewalk café.
  - The clearly identified location of the restaurant entrance.

- The locations of all Outdoor Café entrances/exits.
- Total seating (number of tables and chairs) and total square footage of the Outdoor Café (Public Space plus any non-Public Space used).
- Whether any of the proposed elements of the Outdoor Cafe will be affixed to the ground. **Note:** No elements of an Outdoor Café in Public Space may be permanently affixed to the ground; however, low fences or barriers that are within and along the Outdoor Cafe area may be temporarily affixed to the ground (e.g., by a sleeve system), so long as they are removable and, upon removal, the area where the fence or barrier was affixed can be capped or filled in a manner resulting in a surface that is flush.
- The design of the proposed Outdoor Café must comply with all requirements of the Uniform Statewide Building Code, the Arlington County Zoning Ordinance and any applicable Site Plan or Use Permit conditions.
- The design of the proposed Outdoor Café must also be consistent with the Location, Design and Accessibility Requirements of Section 3 of Arlington County’s *“Design Guidelines for Outdoor Cafes.”*