



**Community Development Department
Planning Division**
14177 Frederick Street
P. O. Box 88005
Moreno Valley, CA 92552-0805
(951) 413-3206
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TEMPORARY OUTDOOR BUSINESS PERMIT

Permit No.:

APPLICATION INFORMATION

Business Name:

Business Owner Name:

Telephone:

Business Address:

City:

State:

Zip:

E-Mail Address:

Assessor's Parcel Number(s):

Date of Submittal:

SITE PLAN SUBMITTAL REQUIREMENTS

Applications may be submitted by email to Planning@moval.org

Please submit three (3) copies of a Site Plan. The Site Plan needs to identify the location of the proposed outdoor activity area and provide the following information:

1. Contact information for the Applicant, Developer, Property Owner and Plan Preparer (i.e. Business and/or contact name, mailing address, office and/or mobile number, and email).
2. Provide the site address and Assessor Parcel Number(s).
3. Letter of intent describing type of business, outdoor activities, square footage of existing tenant space and description of outdoor area to be utilized. (Incl: proposed lighting, electrical, portable water devices, etc.)
4. Site plan showing All dimensions of outdoor operations proposed (Including nearest fire hydrant, separation of tables, stations, etc.)
5. Show location of all existing property lines.
6. Show and label all proposed temporary structures and their dimensions (Tents, Canopies, Lighting, Fences, etc.)

CHECKLIST – OVER THE COUNTER REQUIREMENTS

Requirement	Notes	Consistency
Does the site plan provide dimensions that are clearly marked?		Yes: No:
Has the property owner provided written approval with reference to site plan? (Req'd)		Yes: No:
Will all customers and employees be spaced at least six feet apart?		Yes: No:
Does the outside area account for less than 50% of the square feet of the tenant space for the business? (Req'd)		Yes: No:
Is the outside activity area delineated through a temporary barrier that does not exceed 3 feet in height and is placed in a safe manner around the outdoor activity.		Yes: No:

Building and Safety Requirement		
<p><i>Minimum requirements within the American with Disability Acts (ADA) are maintained. Existing accessible parking and access is maintained and will not be re-purposed for restaurant or retail use.</i></p> <ul style="list-style-type: none"> <i>Has a clearly marked 4' wide pedestrian pathway (path of travel) from walkways on site, public sidewalks, crosswalks, bus stops, and accessible parking to all public entrances been maintained?</i> <p>Note: <i>No outdoor use may obstruct this required pedestrian clearance in any manner, regardless of the width of the sidewalks</i></p>		<p>Yes: No:</p>
Fire Requirements		
<p><i>The twenty (24) feet fire lane will not be obstructed at any time.</i></p>		<p>Yes: No:</p>
<p><i>Access to fire hydrants, fire hose connections for sprinkler systems, and entrances and exits of all buildings shall not be obstructed at any time by barriers or seating.</i></p>		<p>Yes: No:</p>
<p><i>The pedestrian path shall maintain a minimum of six (6) feet from large obstructions. No tables, or chairs, umbrellas or other fixtures shall be permitted within six (6) feet of a pedestrian crosswalk or corner curb cut.</i></p>		<p>Yes: No:</p>
<p><i>Fire extinguishers are placed within 75' of travel to furthest table - show on plan.</i></p>		<p>Yes: No:</p>
<p><i>Will electrical cords will be used? If so, show on site plan with method of securing.</i></p>		<p>Yes: No:</p>
If tents or canopies proposed:		
<p><i>All tents/canopies shall be 10' x 10' or less.</i></p>		<p>Yes: No:</p>
<p><i>Total number of tents/canopies does not exceed four (4).</i></p>		<p>Yes: No:</p>
<p><i>All tent legs weighted minimum 40 lbs.</i></p>		<p>Yes: No:</p>
<p><i>Weights (not less than 40 lbs) shall be securely attached to canopy roof and canopy leg separately.</i></p> <ol style="list-style-type: none"> <i>Ropes and straps should be high quality.</i> <i>Bungee or rubber straps are prohibited.</i> <i>Weights must be on the ground and not dangling.</i> <i>Weights and lines must not pose a hazard and be clearly visible.</i> 		<p>Yes: No:</p>

<i>No heaters will be used under tents/canopies or umbrellas.</i>		Yes: No:
<i>Signage is to be posted indicating that smoking is prohibited under tents or shade structures.</i>		Yes: No:
<i>Umbrellas and other decorative material shall be fire-retardant, pressure-treated or manufactured of fire-resistant material. No portion of an umbrella shall be less than six (6) feet, eight (8) inches (eighty (80) inches) above the sidewalk.</i>		Yes: No:

Notes:

CONDITIONS OF APPROVAL

Permit expires six (6) months from the date of approval unless an extension is applied for and granted.

SIGNATURE

I certify under penalty of perjury that all information in this application is true and correct, that any false or mis-leading information shall be grounds for denial, and I agree to comply with any and all Conditions of Approval.

Applicant _____ Date _____



Property Owner Authorization Form

Date: _____

TO: CITY OF MORENO VALLEY

I, _____, authorize
(PRINT: Property Owner's Name)

(PRINT: Tenant's Name)

located at _____
(Property Address)

to submit an application for Temporary Outdoor Business Permit per the attached Site Plan and Floor Plan.

FROM:

(PRINT: Property Owner's Name)

(SIGNATURE: Property Owner's Name)

(Address)

(Phone Number)

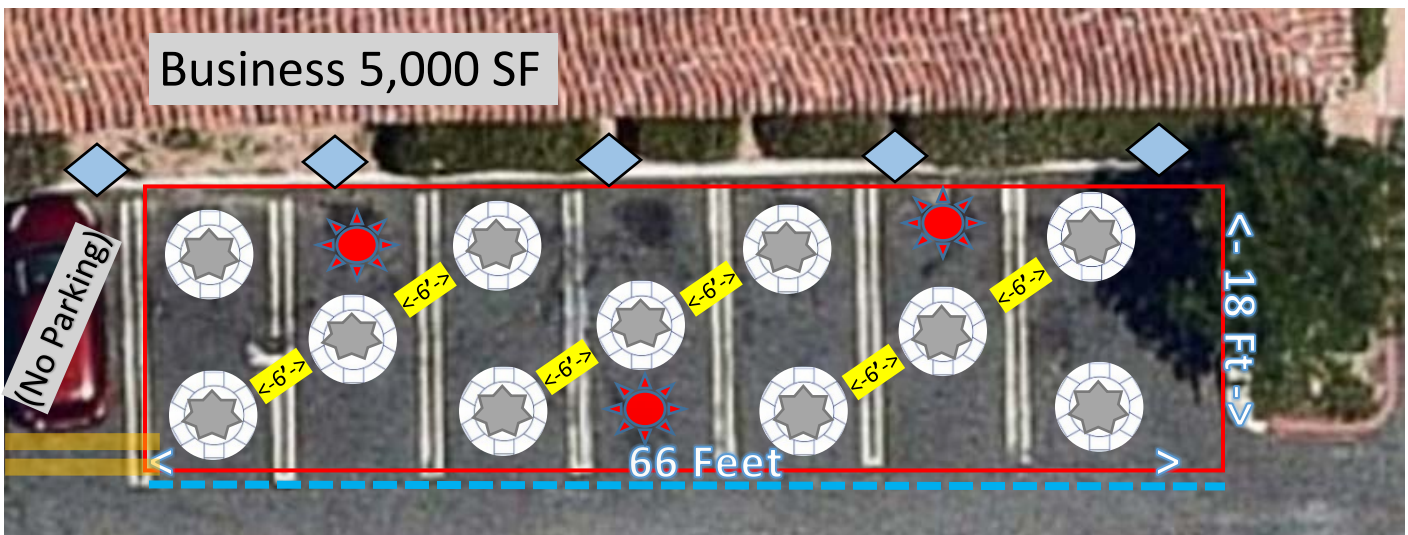
(Email Address)








Outdoor Business Sample Plan

SAMPLE SITE PLAN: Indicate major cross streets, building site, and outdoor area



SAMPLE FLOOR PLAN: Zoomed in area with dimensioned details of outdoor area



-  Outdoor patio umbrella X11 each (fire-resistant material)
-  Stations w/chairs X 11 (maintaining min. 6' social distancing)
-  Outdoor Area 1188 total square feet, 8 parking spaces
-  Portable 3 feet high fencing adjacent to drive isle
-  Portable outdoor space heaters X 3 each
-  Battery powered outdoor LED lighting X 5 each
-  Unobstructed 4' wide pedestrian path to outdoor dining area (cannot block ADA parking)