



Temporary Outdoor Use Space APPLICATION & PERMIT

- This permit is **FREE** of charge -

City of Woodland
Community Development Dept.
300 First St, Woodland CA 95695
(530) 661-5820
www.cityofwoodland.org

Certain City-owned public property and private property may be used temporarily for outdoor use, such as dining, during the COVID-19 emergency or beyond, if a permanent/long term Outdoor Use Space permit is adopted by the City. The applicant is subject to the provisions outlined in this document and the attached appendix.

SUBMIT APPLICATION TO THE COMMUNITY DEVELOPMENT FRONT DESK AT 300 FIRST STREET OR VIA EMAIL TO
CDD-ECONOMICDEV@CITYOFWOODLAND.ORG

1. GENERAL

NAME OF APPLICANT: _____

ARE YOU THE PROPERTY OWNER? YES NO

IF "NO", NAME OF PROPERTY OWNER: _____

NAME OF BUSINESS: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

DAYS AND HOURS OF OUTDOOR DINING/USE OPERATION: _____

REQUESTING PERMIT FOR: PUBLIC RIGHT OF WAY PRIVATE PROPERTY BOTH

2. OUTDOOR USE FORMAT

Check all that apply:

Request for use on **PUBLIC** property

Sidewalk seating/use Parklet

Request for use on **PRIVATE** property

Walkway/parking space use Parklet

3. INITIAL CONSENT CHECKLIST

➔ **INITIAL HERE** to consent to not permanently anchor/drill furniture onto public property OR indicate here if submitting a written request to anchor/drill: _____

➔ **INITIAL HERE** to consent to own and maintain all improvements placed on public property: _____

- ➔ **INITIAL HERE** to consent to responsibility for maintenance of the gutter to ensure flow under/through any improvements placed adjacent the gutter, and provide quick access to underground utilities under Parklet or Outdoor Use Space furniture upon City request: _____
- ➔ **INITIAL HERE** to provide \$1M General Liability Certificate of Insurance AND Policy Endorsement stating City of Woodland as additionally insured before setting up Outdoor Use Area's (applicable if on PUBLIC property): _____
- ➔ If expanding onto adjacent business area, **INITIAL HERE to certify that you have received consent from adjacent business/property owner to expand onto adjacent space:** _____
 Adjacent business/property owner's name: _____
 Phone number: _____

4. DESCRIPTION OF ZONE USE

Provide a brief description of layout and furniture materials used **AND attach a SITE PLAN (diagram/drawing)** of how you plan to set up the zone, including tables, chairs, shade coverings, trash cans, etc. Please label streets if not apparent in diagram. Please note that an ADA accessible path of at least 4 feet must be ensured between the zone and storefront.

5. SUBMISSION CHECKLIST

- Application form** (present document)
- Site Plan** (diagram/drawing), including number and spacing of tables, path of travel, shade structures, etc.
- Certificate of Insurance AND Policy Endorsement for applicant business AND contractor** (if applicable) of \$1M General Liability stating City of Woodland (its agents, officers, and employees.) as insured (applicable if on PUBLIC property), specifically referring to Parklet or Sidewalk. See Appendix 1 "Rules & Regulations for details.
- Confirm having read and consent to requirements in Appendix I "Rules & Regulations"

6. SIGNATURES

Signature of Business Owner

Signature of Property Owner (if different from Business Owner)

Print Name

Print Name

Date

Date

7. APPROVAL AND CONDITIONS (TO BE COMPLETED BY CITY OF WOODLAND)

CITY APPROVAL STAMP & DATE (REQUIRED PRIOR TO OUTDOOR USE SPACE SETUP)

CONDITIONS OF APPROVAL (IF APPLICABLE)