



ZONING ADMINISTRATOR PERMITS – SIDEWALK DINING (INITIAL APPLICATIONS & AMENDMENTS)

Purpose: The purpose of zoning administrator review is to determine the appropriateness of uses which may only be suitable (a) in certain locations in a zoning district, (b) if designed or laid out in a particular manner and/or (c) subject to specific conditions.

Code Reference: Fremont Municipal Code Chapter 18.190 and Chapter 18.275.

I understand that my plan review may be delayed if required materials are missing from the submittal package.

Project Applicant

Date

Submittal Requirements:

1. A completed application form including:

Part I: Project information and the current property owner(s) signature authorizing the project proposal.

Part II Reimbursement Agreement with signature of the billing party acknowledging responsibility for charges.

Part III: A list of all consultants proposed to be involved with the project, or a statement that none are proposed to be involved.

Part IV: A statement signed by the applicant indicating whether the project site is found on the Hazardous Waste and Substances Sites List pursuant to California Government Code Section 65962.5.

Part V: Development Statistics

2. Plans including the following items:
 - a. Vicinity map showing a one-half mile radius of the site.
 - b. Accurately dimensioned site plan showing:
 - (1) Property lines.
 - (2) Location, configuration and setbacks of all buildings.
 - (3) Parking, vehicle circulation areas and driveways.
 - (4) Fencing.
 - (5) Easements on the property.
 - (6) Use of buildings immediately adjacent to the subject site.
 - c. Floor plans, indicating all intended uses of each area.
 - d. The sidewalk area proposed for sidewalk dining including any street trees, lights, benches or other existing street furniture.
 - e. The proposed location of tables, chairs, umbrellas, heaters, barriers and any other furniture proposed to be used in the sidewalk dining area.
 3. The number of plans required to be submitted with the application are:
 - a. Nine sets of full-sized plans (folded to a size NO LARGER THAN 8" X 13").
 - b. One rolled set of reproducible reverse sepias of full-sized plans (unless the plans are 11" x 17" or smaller).
- NOTE: Full-sized plans and sepias submitted should be no larger than 30" x 42".
4. When alcoholic beverage service is proposed, the following additional information is required:
 - a. A statement signed by the business operator stating that the primary purpose of the business is preparing and serving meals, that the majority of the interior floor area is dedicated to preparing and serving food and that bar or liquor service area and gross receipts are subordinate to the dining function of the restaurant.
 - b. The design and location of a low profile barrier.

5. Eight copies of a statement of proposed operations and design concept. The statement shall be prepared as a letter separate from the application forms. This statement shall include, if applicable, the hours and days of operation, a detailed description of the activities proposed under this project, and a description of the proposal.
6. Information including illustrations, samples of materials and colors, manufacturer or source, to specify the type of furniture (tables, chairs, heaters, umbrellas and any other furniture) proposed for the outdoor dining area.
7. A certificate of insurance evidencing the existence of a general liability policy in the amount of one million dollars, covering the area and activity subject to the permit.
8. A signed indemnification statement (Attachment A).

Schedule Time Line: Complete applications for zoning administrator permits are generally acted on by the Zoning Administrator within one month.

Incomplete Applications: An application is considered to be incomplete if any of the items checked on this information sheet have not been included. Processing of the application will be delayed until the submittal is determined to be complete.

Appeals: Appeals of Zoning Administrator action are considered by the Planning Commission. Appeals must be submitted within 10 calendar days of notice of staff action.

Fees: The minimum deposit is _____ and is due at the time of submittal. The actual charge will be based on staff time required to process the application. Progress billings will be invoiced during the review of the project if charges exceed the minimum deposit. A refund will be invoiced at the completion of the project review if excess funds have been paid.

In addition, payment of citywide development impact fees may be required as a condition of approval for your project.

Requirements described on this sheet are subject to change. If you need additional information or clarification to prepare your submittal please contact the staff person who furnished you this sheet for further assistance.

Information sheet furnished by: _____ Phone: (510) 494-_____

for proposal: _____

_____ Date: _____