

**CITY OF SANTA MONICA
ENVIRONMENTAL & PUBLIC WORKS MANAGEMENT DEPARTMENT
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT**

MINOR OUTDOOR DINING & SIDEWALK USE PERMIT/APPLICATION

Instructions to Prepare Required Seating Location Diagram

In order to approve a Minor Outdoor Dining & Sidewalk Use Permit, a detailed Seating Location Diagram must be submitted along with the Minor Outdoor Dining & Sidewalk Use Permit Application to determine that adequate pedestrian access will be maintained within the sidewalk area.

The following provide minimum information that must be included on the Seating Location Diagram (see sample on next page):

1. Location diagram to be drawn to scale of $\frac{1}{4}'' = 1'$, unless area exceeds 40 feet, in which case $\frac{1}{8}'' = 1'$ will be acceptable.
2. Minimum size sheet will be $8\frac{1}{2}'' \times 11''$.
3. Indicate property line(s) and building location along street frontage(s). Show name(s) of street(s).
4. Show and provide dimension width(s) of entrance/exit locations for building.
5. Show dimension between building and outside edge of curb face or overall sidewalk width (if different).
6. Show proposed location of tables, chairs or benches. Indicate sizes.
7. Show existing sidewalk fixtures within sidewalk area, such as parkways, trees, benches, streetlight poles, meters, trash containers, etc.
8. Provide dimensions between proposed furniture and existing sidewalk fixtures and outside curb edge that delineates pedestrian access area.
9. Add business name, address and date to diagram.
10. Show dashed line around proposed furniture to generally outline in rectangle(s) the area to be utilized. Add dimensions. Determine and note total square footage of these areas.
11. Note and/or show what vehicle parking will be available to users of outdoor dining areas.
12. Provide 2 copies of diagram along with the completed Minor Outdoor Dining & Sidewalk Use Permit Application.