



**PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION**

**APPLICATION FOR
STANDARD OUTDOOR DINING
WITHIN THE PUBLIC RIGHT-OF-WAY**

This form and all required attachments are to be submitted
to the City of Fullerton - Engineering Division,
303 W. Commonwealth Avenue, Fullerton, CA. 92832
Phone: (714) 738-6845 * E-mail: PWPpermits@cityoffullerton.com

Date: _____

Received By: _____

Applicant (Full Name/Title): _____

Business Name & Mailing Address: _____

Phone: _____ E-mail: _____

Applicant Secondary Contact Information (Full Name/Title): _____

Daytime Phone: _____ E-mail: _____

Proposed Location of Encroachment:

Street Address: _____

Description of Encroachment: _____

Property Owner Contact Information

Property Owner (Full Name/Title): _____

Address: _____

Phone: _____ E-mail: _____

NOTE: Please review the Standard Outdoor Dining Guidelines prior to completion and submission of this application

(See Reverse for Submission Requirements)

Applicant Submission Requirements:

1. One Time Non-refundable Processing/Review Fee: \$ 286.00
2. Two sets of site plan(s) (electronic pdf format and preliminary drawings are acceptable at this stage).
3. Based upon the type of liquor license held, a copy of which is to be submitted at the time of application, a monthly lease rate will be charged for outdoor dining within the public right-of-way. The applicable rates currently are as follows: No Liquor, \$0.58/s.f. (\$6.96/s.f. annually); Beer and Wine only, \$1.14/s.f. (\$13.68/s.f. annually); Full Liquor Service, \$1.71/s.f. (\$20.52/s.f. annually). Note: lease rates are subject to change.

Liquor Service: **None** **Beer & Wine only** **Full Liquor**

Outdoor sales and service of alcohol may require the amendment of an existing conditional use permit (CUP) or Administrative Restaurant Use Permit (ARUP). Please contact the Planning Department prior to submittal of an Outdoor Dining application.

If the outdoor dining area is located within a City owned paid parking lot/stall, the applicant will be responsible for any parking revenue loss incurred by the City. Currently, the paid parking program requires a flat rate of \$5/space on Thursday, Friday, & Saturday from 9pm – 1am. Therefore, the applicant will be responsible for an additional \$60/month for each paid parking stall utilized for outdoor dining.

Dining area encroaches in a public paid parking lot/stall(s): **Yes; _____ stall(s)** **No**
#

Please indicate how you would like to be billed for your lease below:

Please bill me: **Monthly** **Annually for my lease.**

4. Letter of Authorization: Applicant is required to submit a letter from his/her landlord allowing the outdoor dining at the site and the installation of associated improvements. The letter should also acknowledge that the landlord understands that he/she will be held equally liable per the terms of the agreement and will be required to execute the Standard Outdoor Dining Encroachment Agreement upon City's acceptance of this application. See the Standard Outdoor Dining Guidelines for more information.

Application Processing:

Processing of your Standard Outdoor Dining application package will take approximately 8-12 weeks from date of submission, depending on the need for City Council approval for use of public property; please refer to the Standard Outdoor Dining Guidelines for more detailed information on application processing.