DESIGN REVIEW - OUTDOOR DINING & RETAIL SALES*

ADDRESS/APN: ____________________________________________________________

DESCRIBE REQUEST (Attach pages if necessary): ______________________________________

PROPERTY OWNER NAME: ____________________  APPLICANT NAME: _______________________

Address: __________________________________________________________

______________________________________________  Address: _____________________________

Phone (H): ____________________________________   _____________________________________

Phone (W): ____________________________________  Phone: __________________________________

E-Mail: _______________________________________  E-Mail: _____________________________________

Signature: ____________________________________  Signature: ___________________________________

Date Date

*This application may include a yearly fee for an encroachment permit from the Public Works Department.

PLANNING DIVISION REVIEW

Design Review is required for outdoor dining and outdoor retail sales. The Planning Division requires a copy of fully dimensioned plans to ensure all of the zoning requirements enumerated in Sections 18.23.140 and 18.23.150 of the San Carlos Municipal Code are met. A link to these requirements may be found here:

http://www.codepublishing.com/ca/SanCarlos/html/SanCarlos18/SanCarlos1823.html#18.23.140 (Outdoor Dining)

http://www.codepublishing.com/ca/SanCarlos/html/SanCarlos18/SanCarlos1823.html#18.23.150 (Outdoor Retail Sales)

Design Review approval by the Planning Division is required prior to submittal for a Building Permit, if one is required. A checklist of required submittal materials is located on the backside of this application.

**Information on this document is deemed public information; any file maintained for this project is subject to public review**

2019-20 (Revised 07-01-19)
APPLICATION CHECKLIST

To accelerate the review process all application requirements must be submitted.

1. SITE PLAN

Include one (1) set of 11” x 17” sized set of plans, drawn to scale, and fully dimensioned; plans must also include all of the following information:

A site plan and description of the proposed outdoor dining area. The plan shall be drawn to scale showing the location of buildings and structures and in the case of dining in the public right-of-way, the location of street furnishings and trees, curb and on-street parking, adjacent to the proposed outdoor dining. The plan shall show locations, number and the arrangement of planters, fencing, umbrellas, sun screens, tables, chairs, and other portable or affixed appurtenances proposed. Colors and commercial grade materials shall be specified. An electrical plan, when applicable, shall include any lighting and electrical connection proposed including specification of fixtures, type and location. In addition to any other application materials required, an application for an outdoor dining area shall state the anticipated periods of use during the year, and the proposed hours of daily use, including Saturdays, Sundays, and holidays; and whether any liquor will be sold or consumed in the area to be covered by the permit.

2. NARRATIVE

A written description of the proposed outdoor retail sales and/or dining, including hours of operation.

3. BUSINESS REGISTRATION

Proof of business registration is required. The applicant shall obtain a City of San Carlos business registration (renewed annually) as a requirement for Design Review approval. Direct questions to the Finance Department at (650) 802-4213.

ADDITIONAL REQUIREMENTS AND LICENSES

- The applicant shall also obtain approval from the San Mateo County Health Department for outdoor dining.
- As applicable for outdoor dining, a current and valid liquor license issued by the California Department of Alcoholic Beverages Control is also required.
- In the case of outdoor dining in the public right-of-way, an annual City of San Carlos encroachment permit is required pursuant to Chapter 12.36.

PROCESSING TIMELINES

Within 30 days from receiving your application, you will be notified of the status of your application. If your plans are approved by the Planning Division, you will be required to submit three (3) complete sets of plans, including all Uniform Building Code requirements, to the Building Division (if building permits are required). Building Division review times vary depending on the complexity of the proposal and the current workload. The turnaround time for issuance of a Building Permit increases if additional revisions are required.

QUESTIONS?

Planning Division (650) 802-4263 or Planning@cityofsancarlos.org
Building Division (650) 802-4261 or BuildingDivision@cityofsancarlos.org

2018-19 (Revised 7-13-18)