



**GUIDE TO APPLYING
FOR A TEMPORARY
OUTDOOR DINING PERMIT**



Special Temporary Outdoor Dining Permit

OFFICE OF COMMUNITY DEVELOPMENT

City Hall

10300 Torre Avenue • Cupertino, CA 95014-3255

(408) 777-3308 • Fax (408) 777-3333 • planning@cupertino.org

CUPERTINO

Name of Business: _____

Business Address: _____

Contact Person: _____ Phone/Cell: _____ / _____

Contact E-Mail: _____ Fax: _____

Contact Address (if different than above): _____ City/Zip: _____ / _____

Description of the Business & Request (Attach separate sheet of paper if necessary): _____

PROPERTY OWNER APPROVAL

I, _____, the property owner/representative (*attach Power of Attorney*), for the property at which the above named business is located at, hereby provide my approval to allow the business to temporarily expand their outdoor dining activities as indicated in the attached plans.

| | | | |
|--------------------------------------|------------------------|-------------|-------|
| Property Owner/Representative's Name | Property Owner Address | Email | |
| Property Owner's Signature | City/State/ZIP | Date Signed | Phone |

OPERATOR DECLARATION

- I acknowledge that I have read all State and County guidelines for the operations of outdoor dining and agree to comply with applicable guidelines/requirements.

Applicant's Signature _____

Date: _____

Please attach the following exhibits:

- Site Plan with accurate, dimensioned, scaled drawings showing the business storefront, storefronts adjacent to the business, and the full sidewalk, street, and/or parking area proposed to be used for outdoor dining
 - Table and seating layout of the outdoor area as well as the layout of the indoor dining area.
 - Indicate all temporary lighting, heaters, umbrellas, barriers (must not be affixed or inserted into the ground or attached to any public utilities) proposed.
 - Indicate Americans with Disability Act (ADA) accessible paths.
- Copy of City of Cupertino Business License
- If applicable, copy of Alcohol Beverage Control (ABC) license

Date Received: _____

Planner: _____

Approved by:

FIRE _____

ENVIRONMENTAL SERVICES _____

PUBLIC WORKS _____

BUILDING _____

CODE ENFORCEMENT _____

PLANNING _____



TEMPORARY OUTDOOR DINING PERMIT INSTRUCTIONS

Community Development Department
10300 Torre Avenue
Cupertino, CA 95014
(408) 777-3308 / Fax (408) 777-3333

planning@cupertino.org
<http://www.cupertino.org/planning>

DIRECTIONS: You can apply for a temporary outdoor dining permit in three easy steps! In order to apply for the permit please follow the following instructions. You can find all clickable links online at: www.cupertino.org/covid19businessinfo If you have any questions, please contact the Planning Division at planning@cupertino.org or (408) 777-3308.

1 APPLY online on Accela Citizen Access (ACA).

Website information and instructions are posted on the website listed above. Upon submitting you will receive an email notification from ProjectDox to upload your documents in Step 3 below.

2 PREPARE required documents and label them in the format shown below.

All documents should be complete and all forms should be filled and signed. Please label the files with the name of the document and the name of the business. *Example: Label the application form as "TOD Application [Name of Business]"*.

- A. APPLICATION FORM: Please completely fill out and sign the application on page 1.
- B. SITE PLAN: Please show accurate, dimensioned, scaled drawing showing the business storefront, storefronts adjacent to the business, and the full sidewalk, street, and/or parking area proposed to be used for outdoor dining.
 - o Table and seating layout of the outdoor area as well as the layout of the indoor dining area.
 - o Indicate all temporary lighting, heaters, umbrellas, barriers (must not be affixed or inserted into the ground or attached to any public utilities) proposed.
 - o Indicate Americans with Disability Act (ADA) accessible paths.
- C. BUSINESS LICENSE: Please scan a copy of your current Cupertino Business License.
- D. SANTA CLARA COUNTY FIRE DEPARTMENT PERMIT APPLICATION: Please complete the SCCFD Permit which can be found at the webpage listed above.
- E. ABC LICENSE: If you currently serve alcohol, please scan a copy of your ABC license.

3 UPLOAD documents to ProjectDox and complete Applicant Upload task.

Once in ProjectDox, select the Submission Documents folder and click the Upload Files button. A new window will open and you can Browse for Files or drag and drop. Remember to click Upload Files. You will see your documents in the Submission Documents folder on the left-hand sidebar. Then go to Workflow Portals at the top of the page and select ApplicantUpload to complete the step. You're all done!

After staff review is complete, you will receive an email with an attachment. Please print out the approval document and display it so it is visible in the outdoor dining area.

ENVIRONMENTAL GUIDE FOR OUTDOOR DINING



Provide Reusable Food Ware



Reusable food ware (ceramic, glass, or metal plates, bowls, utensils, etc.) has no higher risk of spreading COVID-19 or other viruses compared to disposable food ware. The City encourages businesses to provide reusables to customers wherever possible for lower environmental impact, less trash, and cost savings.

Practice Safe Handling

Proper dish washing and sanitizing of surfaces, in accordance with the practices required under the California Retail Food Code, will keep reusable food ware safe to use. Preroll silverware and distribute only as customers are seated. Supply shared condiments only as needed. Consider providing digital menus on a screen or with a QR code for customers to look at on their phones.

Protect Storm Drains

To help keep our waterways free of contaminants, avoid presetting tables and busing stations near storm drains. Allowing anything besides rainwater to enter a storm drain is a violation of Cupertino municipal code. During dry weather, consider covering storm drain inlets. Clean up spills with dry methods or use very little water.