

The background is a solid dark blue color with a complex, abstract pattern of lighter blue geometric shapes, including lines, curves, and circles, creating a sense of depth and movement.

# **GUIDE TO APPLYING FOR A SPECIAL TEMPORARY OUTDOOR OPERATIONS PERMIT**



# SPECIAL TEMPORARY OUTDOOR OPERATIONS PERMIT

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

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

**PROPERTY INFORMATION**

NAME OF BUSINESS \_\_\_\_\_  
BUSINESS ADDRESS \_\_\_\_\_  
BRIEF DESCRIPTION OF THE BUSINESS AND REQUEST (ATTACH SEPARATE SHEET OF PAPER IF NECESSARY)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTACT/OPERATOR INFORMATION**

**CONTACT NAME** \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP CODE \_\_\_\_\_  
EMAIL \_\_\_\_\_  
PHONE \_\_\_\_\_ PHONE (M) \_\_\_\_\_  
**BUSINESS OPERATOR NAME** \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP CODE \_\_\_\_\_  
EMAIL \_\_\_\_\_  
PHONE \_\_\_\_\_ PHONE (M) \_\_\_\_\_  
**OPERATOR DECLARATION**  
*I acknowledge that I have read all State and County guidelines for outdoor operations and agree to comply with applicable guidelines/requirements.*  
**X**  
Operator's Signature \_\_\_\_\_ Print Operator's Name \_\_\_\_\_ Date \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

**PROPERTY OWNER/REPRESENTATIVE NAME** \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP CODE \_\_\_\_\_  
EMAIL \_\_\_\_\_  
PHONE \_\_\_\_\_ PHONE (M) \_\_\_\_\_  
**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 locate outdoor operations as indicated in the attached plans.*  
**X**  
Property Owner's/Representative's Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_



# SPECIAL TEMPORARY OUTDOOR OPERATIONS PERMIT INSTRUCTIONS

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**DIRECTIONS:** You can apply for a Special Temporary Outdoor Operations permit in five easy steps! Please read the following instructions carefully. You can find all clickable links online at: [www.cupertino.org/tempoutsdoorpersonalservices](http://www.cupertino.org/tempoutsdoorpersonalservices) . If you have any questions, please contact the Planning Division at [planning@cupertino.org](mailto: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.

Please review page 3 for specific document requirements. Please label the files with the name of the document and the name of the business. *Example: Label the application form as "STOOP Application [Name of Business]" and the site plan as "STOOP Site Plan [Name of Business]"*.

## 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 complete with the submission process.

## 4 REVIEW documents in City Review Comments folder in ProjectDox.

Staff from the various departments will review and may upload comments/or department approval letters to the City Review Comments folder. If comment letters request additional and/or revised information, please review, revise, and resubmit following Step #3.

Replacement files should be named identical to the original file. If approval letters indicate a required inspection, please go on to Step #5.

## 5 CALL for inspections.

Fire Inspection: Please call (408) 378-4010, if required.

Building Inspection: After you pass your Fire Inspection, please call (408) 777-3228.

Once you pass the inspection(s), please call or email Planning using the information listed above. We will then send an email attachment with the Cupertino Certified Display Card for you to print and display outside. Thank you!



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## PREPARE THE FOLLOWING DOCUMENTS:

**A. APPLICATION FORM:** Please completely fill out and sign the application on page 1.

**B. SANTA CLARA COUNTY FIRE DEPARTMENT APPLICATION FORM:** Please complete the SCCFD Permit which can be found at the webpage listed on page 2.

**C. SITE PLAN:** Please provide an accurate, dimensioned, and scaled site plan that includes, but is not limited to:

1. Layout of proposed outdoor operations, showing the business storefront, storefronts adjacent to the business, and the full sidewalk, street, and/or parking area proposed to be used. Outdoor operations must be located along the frontage of the business and not be located within 6 feet of crosswalks or within the required staging area in front of fire hydrants.

a. If parking stalls are proposed for outdoor operations, please show and indicate the number of stalls to be used or blocked off.

b. For outdoor dining, please show tables and seats and show a minimum six-foot separation between tables.

2. Project data showing the following, if applicable:

(A)	# of Required Parking Stalls	
(B)*	# of Proposed Stalls Used	
(C)	Allowed Occupancy Load of Interior Dining	
(D)**	# of Proposed Outdoor Seats	

\* (B) # of Proposed Stalls Used cannot be more than 50% of Required Parking

\*\* (D) # of Proposed Outdoor Seats cannot be more than the allowed interior occupancy load

3. Location of all proposed temporary fixtures including, but not limited to canopies, umbrellas, lighting, heaters, barriers, etc.

4. Location of Americans with Disability Act (ADA) accessible paths and stalls. Note: outdoor operations cannot block ADA paths or stalls.

**D. ADDITIONAL MANUFACTURER SPECIFICATION SHEETS:** Please include manufacturer specifications for any proposed temporary fixtures and how proposed fixtures will be temporarily anchored down. Please note that these fixtures must be affixed through temporary means (i.e. sandbags, weights, movable bases, etc.) and cannot be permanently affixed or inserted into the ground or attached to any public utilities.

**E. BUSINESS LICENSE:** Please scan a copy of your current Cupertino Business License.

**F. ABC LICENSE:** For food services currently serving alcohol, please scan a copy of your ABC license.