



OUTDOOR DINING SCREENING APPLICATION

The outdoor dining screening form is intended to streamline the review process for business operators requesting to have outdoor dining within an existing commercial center. If City staff determines a minor/major modification to a discretionary case is *not* required, you may submit for building plan check. Refer to Chapter 2-19 of the Zoning Ordinance for minor/major modification procedure irvineca.seamlessdocs.com/f/MinorMajorModification.

SUBMITTAL REQUIREMENTS

SECTION A: APPLICATION

PROJECT ADDRESS			TRACT	LOT
APPLICANT NAME			PHONE	
ADDRESS	CITY	ZIP	EMAIL	
PROPERTY OWNER NAME			PHONE	

DESCRIBE PROPOSED OUTDOOR DINING IMPROVEMENTS

SUPPLEMENTAL QUESTIONS

- ☐ YES ☐ NO CHANGES TO EXISTING LANDSCAPING?
If YES, how many square feet of landscaping will be potentially removed? _____
- ☐ YES ☐ NO CHANGES TO EXISTING PARKING?
If YES, how many parking spaces will be removed? _____
- ☐ YES ☐ NO CHANGES TO THE ON-SITE VEHICULAR CIRCULATION?
- ☐ YES ☐ NO ADDITIONS OF NEW SHADE STRUCTURES AND FENCES; OR OTHER PERMANENT STRUCTURES?
- SELECT ONE:** ☐ PROPOSED IMPROVEMENTS ARE TEMPORARY.
☐ PROPOSED IMPROVEMENTS ARE PERMANENT.

APPLICANT SIGNATURE

DATE

PROPERTY OWNER SIGNATURE

DATE

PRINT NAME

TITLE OF SIGNATORY

OUTDOOR DINING PERMIT INFORMATION

SECTION B: INITIAL SCREENING

Submit a completed application from Section A and site plan to the Community Development Department, Planning Counter by email at Planning@cityofirvine.org. Staff will process this request and provide a determination within 7-10 business days for the subsequent review process. If you have any questions about the items requested, please contact the Planning Counter at 949-724-6308 or at Planning@cityofirvine.org.

SECTION C: SUBMITTAL REQUIREMENTS

You must complete the required application from Section A and submit this document together with the following:

Site plans that are legible and drawn to scale to clearly illustrate the components of the project. Remember that the staff and City decision makers are not familiar with the property and will need this information to evaluate your project. **If the plans are not legible, or do not contain the information listed below, your application will not be adequate for complete review.** Use the checklist to ensure your plans include the following **required** elements:

1. Location and square footage of proposed outdoor dining area
2. Location of shade structures or fences, if proposed
3. Building location(s) ("footprints") showing floor plan and access points
4. Dimensioned property lines
5. Notes labeling existing and proposed on-site uses
6. Notes labeling surrounding land uses
7. Easement locations, if any
8. Parking lot layout and pedestrian/vehicular circulation, showing dimension of parking spaces and drive aisles
9. Existing and proposed pavement striping and signage (fire lane markings, loading zones, etc.)
10. Loading, service areas
11. Location of trash enclosures
12. Ultimate street right-of-way property lines, if these are different from existing
13. Adjacent streets, street names, and intersections
14. All access points (driveways)
15. Sidewalk and ADA accessibility
16. Land use and parking summary table for the entire project site

SECTION D: DEVELOPMENT STANDARDS

The following are general development standards, including but not limited to any additional requirements received during building plan check and/or modification process.

1. Permanent installations will be required to comply with all applicable California Building Code requirements, including but not limited to:
 - a. Plumbing fixture quantities sufficient to serve employees and customers will be required based on the combined area of interior and exterior covered dining per California Plumbing Code requirements.

OUTDOOR DINING PERMIT INFORMATION

- b. Location, size, and material of structures used to provide outdoor dining will be required to meet limitations prescribed by the California Building Code.
 - c. Means of egress, including egress lighting and signage, will be required to meet the requirements of the California Building Code.
 - d. Structural design and stability (i.e., design loads, footings, anchorage, etc.) of structures used to provide outdoor dining will be required to meet applicable provisions of the California Building Code.
 - e. Permanent improvements for any electrical is required and needs to comply with the Building Electrical Code (site lighting).
 - f. Fire separation distance to adjacent existing building in compliance with California Building Code.
 - g. Location of appliances such as heaters should be clearly identified. Appliances shall be listed for outdoor use and under combustible construction if applicable. Outdoor dining seating exclusive to a restaurant shall be considered gross building square footage and may require additional parking per Chapter 4-1 of the Zoning Ordinance.
2. Significant reduction to the landscaping and parking or changes to on-site circulation may require a minor/major modification per Chapter 2-19 of the Zoning Ordinance.
 3. Solid roofed shade structures and walls/fences shall meet the required building setbacks and are subject to development standards set forth in Chapter 3-37 of the Zoning Ordinance.
 4. Fire and Police access shall be permitted at all times.
 5. Sufficient clearances as determined by the Fire Authority shall be provided away from protective barriers, and barriers shall be a minimum of 20 feet away from any fire hydrants. This condition will be verified in the field at the time of inspection.
 6. Permanent outdoor dining shall be located on private property and outside the public right-of-way. Provide physical barriers to outdoor dining areas located on parking lot. Additionally, provide one parking space buffer between the dining area and the parking stall so that patrons are not seated next to running vehicles.
 7. All outdoor activities shall comply with the City of Irvine Noise Ordinance.
 8. Outdoor dining cannot block vehicular travel lanes, cause back up (queuing) of vehicles into the public right-of-way, or create any unsafe conditions.
 9. Accessibility requirements for outdoor dining in the parking lot and/or parking stall area is met only if equal access is provided within adjacent outdoor patio areas in terms of clearances and ventilation requirements. This provision will be verified in the field at the time of inspection.
 10. Accessibility requirements for outdoor dining is met only if equal access is provided corresponding to adjacent indoor dining areas in terms of clearances and maneuvering requirements.

OUTDOOR DINING PERMIT INFORMATION

11. Existing egress doors in restaurant and adjacent suites shall be kept unobstructed. Provide minimum maneuvering clearance for exterior doors in compliance with accessibility requirements. Maintain a clear path 48 inches wide minimum for exit discharge to provide access to a public way. In addition, for restaurants with interior dining areas of 1500 sq. ft. or more maintain 20 feet clear in front of main access/egress doors.
12. Maintain existing accessible path of travel.
13. Maintain a minimum pedestrian travel way width of 5 feet adjacent to outdoor seating areas. In particular, if the permanent outdoor dining area is requested for parking spaces and not adjacent to restaurant building parking.
14. The site shall be inspected by the City of Irvine Building Department prior to use.
15. A valid Orange County Health Permit is required. For information on health permits, contact Orange County Health Care Agency - Environmental Health Division at 714-433-6000.
16. Approval by the Department of Alcoholic Beverage Control is required if alcohol services are provided within the proposed outdoor dining area.
17. All businesses that will be operating within the City of Irvine shall be required to obtain a City of Irvine Business License.

FOR OFFICE USE ONLY

COMMUNITY DEVELOPMENT STAFF HAS DETERMINED THE FOLLOWING:

- ☐ Applicant is cleared to submit for building plan check.
- ☐ Applicant is required to submit a minor/major modification to a discretionary project prior to submitting for building plan check. Refer to Chapter 2-19 of the Zoning Ordinance for the procedure.

PLANNER SIGNATURE

DATE

PLANNER NAME