



CITY OF ORINDA

Outdoor Dining Permit Application

22 Orinda Way, Orinda, CA 94563

(925)253-4210 ▪ orindaplanning@cityoforinda.org

An outdoor dining permit is required for any restaurant in the downtown commercial (DC) zoning district. The ministerial review process for this application is based on the quantitative regulations listed below. Failure to comply with the outdoor dining regulations may result in revocation of the outdoor dining permit.

FEES

Application Fee	\$658.00
13% Surcharge fee	\$85.54
TOTAL	\$743.54

SUBMITTAL REQUIREMENTS

How To Submit Your Application – Applications are only accepted electronically. Submit your complete application online at <https://www.cityoforinda.org/527/Application-Submittal>.

1. Outdoor Dining Permit Application Form (Page 3)

2. Site Plan

One PDF (electronic) site plan. The site plan shall include the following:

- All property lines;
- All public and private roads;
- Edge of pavement;
- All sidewalks (including curb cuts and crosswalk locations);
- Footprints of all existing structures (include entrances and exits);
- Location of all outdoor furniture with dimensions for all structures and the edge of pavement;
- Trunk location, drip-line and species type of all existing trees with a trunk diameter of six inches or greater measured 4 ½ feet above grade;
- All existing parking facilities and driveways;
- Location and dimensions of existing retaining walls, fences, trash receptacles, planter boxes and trees.

OUTDOOR DINING PERMIT REGULATIONS ([§17.8.5\[11\]](#))

The following regulations apply to all outdoor dining permit applications:

- I. The operator shall furnish tables, chairs, umbrellas, and portable heaters (outdoor dining furniture) as necessary.
- II. Outdoor dining furniture shall not be secured to public streetlights, trees, or other furniture.
- III. No outdoor dining furniture may be located at a street intersection within a triangular area formed by the street curb lines and their projections and a line connecting them at points forty (40) feet from the intersection of the projected curb lines. In cases where curbs do not exist, the edge of street pavement shall be used for measuring purposes.
- IV. Outdoor dining furniture shall meet the following standards:

- a. Tables and chairs shall be made of a safe, sturdy, durable material such as wrought iron, wood, steel, or cast aluminum.
- b. No plastic tables or chairs and no vinyl tablecloths are permitted.
- c. All tables and chairs shall be commercial grade and manufactured for outdoor commercial use.
- d. Tables shall be square, rectangular or round to seat two to four people.
- e. All furniture shall be properly maintained and cleaned regularly.

V. No umbrella signage is permitted.

VI. At least seven feet ground clearance shall be provided under umbrellas.

VII. If portable heaters are used, they shall be located a minimum of two feet from the pedestrian zone.

VIII. The outdoor dining area shall be maintained in a clean and safe condition at all times.

IX. All Americans with Disabilities Act (ADA) requirements shall be met.

OUTDOOR DINING PERMIT REGULATIONS – RIGHT OF WAY ([§17.8.5\(l\)\(1\)](#))

The following regulations apply to applications for outdoor dining located in the public right-of-way:

- I. All the outdoor dining permit regulations listed above.
- II. Approval of a revocable encroachment permit per Chapter 12.08 must be obtained.
- III. Furniture must be located immediately in front of the business it serves or shall have the consent of the businesses in which the outdoor dining area is abutting.
- IV. Tables shall be fastened to the ground, in a manner acceptable to the City Engineer.
- V. Outdoor dining furniture, except for the tables, shall not be left in the public right-of-way during non-business hours.
- VI. Outdoor dining areas shall remain on the same side of the pedestrian zone along public sidewalks not wide enough to accommodate outdoor dining areas on both sides of the pedestrian zone unless there is a ten-foot separation between dining areas.
- VII. A two-foot vehicle buffer zone between the curb and the outdoor dining area or the pedestrian zone shall be maintained.
- VIII. A minimum pedestrian zone of four feet and six inches shall be maintained.
- IX. Outdoor dining areas shall not cause the pedestrian zone to encroach into the radius of a door swing.
- X. Outdoor dining furniture shall not encroach into the vehicle buffer zone or the pedestrian zone.



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PROPERTY

Address:

Assessor's Parcel Number:

PROPERTY OWNER(S)

Name:

Mailing Address:

Phone:

Email:

APPLICANT(S) (If not the property owner)

Name:

Mailing Address:

Phone:

Email:

BUSINESS

Name:

Address:

Type of Business:

Website (if applicable):

ACKNOWLEDGEMENT

I have read and understand the outdoor dining permit regulations and hereby agree to operate my outdoor dining in compliance with the criteria listed above.

Furthermore, I understand that failure to comply with the outdoor dining criteria is a violation of Orinda Municipal Code Title 17 and may result in the revocation of the outdoor dining permit.

Signature:

Date: