



Guide to Applying for an **EMERGENCY TEMPORARY OUTDOOR OPERATING PERMIT**

PURPOSE:

The Emergency Temporary Outdoor Operating Permit was developed to assist businesses to establish a safe, clean environment for workers and customers in compliance with State COVID-19 Industry Guidelines. The Emergency Temporary Outdoor Operating Permit is similar to the City's Temporary Outdoor Promotion Permit, which allows outdoor commercial events occurring on-site. The Emergency Temporary Outdoor Operating Permit can be available for any business, including, but not limited to, general retail stores, small instructional studios, personal care services, religious institutions, and restaurants. Expanded outdoor use areas can include, but are not limited to, the following:

- Walkways that are wide enough to maintain applicable social distancing separation guidelines and required path of travel clearance for accessibility;
- Outdoor courtyard areas and other shopping center common areas (excluding landscaped areas); and/or
- Parking lot areas in proximity to the subject tenant suites (up to 25% of total spaces in center).

PERMIT FILING AND GENERAL REGULATIONS:

The Emergency Temporary Outdoor Operating Permit must be submitted to the Planning Division by the property owner, commercial management company, or individual tenants of the subject shopping center prior to allowing businesses to operate in the expanded outdoor areas. Applications for an Emergency Temporary Outdoor Operating Permit may be submitted to the Planning Division electronically at planning@lakeforestca.gov or in-person between the hours of 8:00 a.m. and 6:00 p.m. Monday through Thursday, and 8:00 a.m. and 5:00 p.m. on Friday (closed for lunch from 11:45 a.m. to 1:00 p.m. daily). Please note that City Hall is currently closed for deep cleaning on Wednesday's from 12:00 p.m. to 6:00 p.m. Please allow approximately five (5) business days for the processing of an Emergency Temporary Outdoor Operating Permit application.

The Emergency Temporary Outdoor Operating Permit will be valid until 14 days after the local emergency relating to COVID-19 has ended or until the City Council or City Manager terminates the program by resolution, whichever occurs first. All businesses shall be given the opportunity to expand their services into the specified outdoor areas, subject to approval from the property owner and City. General regulations for the temporary outdoor operating areas include the following:

- All table and chair clusters must maintain a 6 foot separation from other dining clusters in accordance with applicable social distancing guidelines;

- Temporary canopies and umbrellas shall be permitted provided that they do not exceed 10 feet by 10 feet. Larger canopies may be permitted with additional permits and review from the City's Building and Safety Department and the Orange County Fire Authority;
- A barrier is required for any expanded area in the parking lot to ensure the safety of patrons from parking and general vehicular circulation;
- Access to public facilities shall be maintained, including building entrances, crosswalks, fire hydrants, etc.;
- Outdoor dining and retail areas on the sidewalk shall maintain minimum clearances to comply with ADA requirements and shall not obstruct pedestrian traffic and must maintain a 4 foot clearance from any obstruction, such as a building column;
- Outdoor dining and retail areas shall not create nuisances and shall be free of debris and maintained in a clean and organized manner;
- Tenants shall be responsible for obtaining any other necessary approvals from other agencies, such as the Alcohol and Beverage Control (ABC) Department and the Orange County Health Department;
- The City may place additional conditions and restrictions on an individual Emergency Temporary Outdoor Operating Permit as deemed necessary to ensure the temporary use does not create a hazard to the public health, safety, or welfare;
- It shall be acknowledged that each property owner and permittee shall indemnify the City, its officials, employees, volunteers, and agents for any damages, injuries, and liabilities that arise from the City's issuance of an Emergency Temporary Outdoor Operating Permit; It shall be acknowledged that this permit process is for the temporary use of outdoor areas in relation to COVID-19 and that the City can revoke approval at any given time.

REQUIREMENTS:

The following information is required at time of application submittal:

1. **Completed Emergency Temporary Outdoor Operating Permit Application**, including property owner's signature. On the application, please provide additional information in regards to the number and types of businesses that will be participating in the expanded outdoor area. Provide additional information on how the expanded areas can be made safe for dining and other retail uses (i.e. signage, barriers, and/or temporarily modifying traffic flow within the center).
2. **One (1) 8 ½" x 11" site plan**, showing all of the proposed expanded outdoor areas within the center. The site plan can be taken from an aerial photo (GoogleMaps/Bing Maps) or other means that clearly shows the location of the tenants participating in the permit program, sidewalk, parking lot area, and the proposed expanded outdoor areas. If outdoor dining is proposed, clearly identify the number of tables and chairs proposed. Consider creating shared dining areas for diners from multiple restaurants in common areas such as courtyards and parking lots. Photos of the area may also assist in the review process.