



Department of Public Works
Providing a clean, safe and healthy environment

Richmond, Virginia
Honorable Mayor Levar M. Stoney

CITY OF RICHMOND INSTRUCTIONS FOR COMPLETING THE TEMPORARY OUTDOOR DINING ENCROACHMENT PERMIT APPLICATION (COVID- 19) GENERAL INFORMATION, RULES & GUIDELINES

General Information

The City of Richmond has worked to create a streamlined process that will allow restaurants and bars to temporarily expand or introduce outdoor seating while taking prudent precautions to reduce the exposure to, and slow the spread of, COVID-19 among both staff and guests while increasing customer table seating capacity within the restaurant operating protocols.

We are encouraging establishment owners to explore outdoor dining by:

1. The Use of Adjacent Sidewalks

(Use of Private Property or private parking lot is not covered by this permit.)

There is a \$300 fee (will be invoiced) for the 2020 Temporary Outdoor Dining Encroachment Permit (COVID-19), and applications deemed complete will be processed/issued in a week or less time.

Rules & Guidelines

- Ensure your establishment is accessible to everyone and in compliance with the Americans with Disabilities Act (ADA).
- Must comply with Forward Virginia Guidelines.
<https://www.virginia.gov/coronavirus/forwardvirginia/>
- Should applicant wish to serve alcohol, applicant must contact their existing Virginia Alcoholic Beverage Control Authority Agent for temporary approval of outside dining areas in conjunction with Executive Orders 61 and 62.
- Temporary Outdoor Dining Encroachment Permits shall close by 11 p.m. on a daily basis with all furniture, chairs, etc. being removed.
- The 2020 Temporary Outdoor Dining Encroachment (COVID-19) permit, once issued as a permit by the Department of Public Works, is subject to cancellation or revocation at will. As and upon such revocation, the outdoor dining seating shall be removed at the applicant's expense.

- The final issued permit should be displayed and visible from the outside of the establishment for easy verification at all times.
- Must maintain a minimum of 5' unobstructed walkway for pedestrian traffic. Encroachments shall be restricted to the sidewalk area immediately adjacent to the abutting property.
- This permit does not authorize usage of an existing parking lot, or parking spaces.
- The usage of public streets or parking lanes are not part of this permit.
- No permanent attachment or structure shall be affixed to public right of way as part of this approval.
- If approved, permits are valid for temporary outdoor dining until Governor's Executive Orders 61 and 62 are lifted or December 31, 2020 (whichever occurs sooner).

Please complete the attached Application Form in order to begin your permitting process.

Information to be included on Application Form:

- Establishment Name/Operator
- Property Owner (if different than Establishment Operator)
- Establishment/Property Address
- Contact Name
- Phone number
- Email Address
- Permit Application fee of \$300 (will be invoiced)
- Certificate of Occupancy Permit Number

ATTACHMENTS - Please provide the following attachments to your application in order to be processed (Incomplete applications will not be processed until all information is received):

1. **DETAILED SITE MAP**: provide a drawing or sketch showing the location and arrangement of your outdoor seating
 - a. Dimensioned layout plan/Proposed outdoor dining seating area
 - b. Site conditions features:
 - i. Obstructions within 10' from the edge of proposed outdoor dining area
 - ii. Width of pedestrian access with seating in place
2. **ADA PLAN**: include within your plan to ensure your establishment is accessible to everyone, and in compliance with the Americans with Disabilities Act (ADA)
3. **CERTIFICATE OF INSURANCE**: you will need a certificate of insurance listing the City of Richmond as an additional insured (sample can be provided as necessary)
4. **PROPERTY OWNER PERMISSION LETTER**: if applicant is not property owner. An email from the property owner will suffice if they are unable to sign the Application Form.

Completed applications should be emailed to: rightofway@richmondgov.com

The Department of Public Works is here to assist with any questions and our office hours are 8 am to 5 pm, M-F. Please call 804-646-1288.