

CITY OF ALEXANDRIA - Department of Planning and Zoning



**Temporary expansion of Outdoor Dining Request
Forward Virginia Phase One**

DATE: _____

RESTAURANT ADDRESS: _____

Within [King Street Outdoor Dining Program area](#)

Return information request by email to Alexa Powell at alexa.powell@alexandriava.gov

All other areas of the City

Return information request by email to Greg Garland at gregory.garland@alexandriava.gov

NAME OF RESTAURANT: _____

RESTAURANT CONTACT NAME: _____

Phone number: _____ Email: _____

Check one:

Property Owner

Property Owner Name, Address, Phone and/or Email: _____

Lessee

continued on next page

INDICATE REQUESTED LOCATION(S) to expand/create outdoor dining (check all that apply)

Number of dining seats _____

When proposing the number of seats, first review the requirements for [Phase One](#) of the Forward Virginia plan. Consider:

- Occupancy (including patrons, management and employees, etc.) must be limited to no more than 50% of the lowest occupancy load on the restaurant's certificate of occupancy, while maintaining a minimum of six feet of physical distancing between individuals
- Provide a minimum of six feet between parties at tables

Private Property

Off-Street Parking Spaces

Number _____

Other

Describe: _____

Public Right-of-Way Property (requires certificate of insurance)

On-street Parking Spaces (when not individually marked, a parking space is considered to be 20' long.)

Number _____ (Two spaces recommended; more than two spaces considered on a case-by-case basis.)

Sidewalk (Outside of King Street Outdoor Dining Program area only)

Parking Lot

Address: _____

Number of spaces: _____

ADDITIONAL ATTACHMENTS:

Proof of notification to adjacent businesses, residents and neighborhood civic associations

Email authorization from property owner for outdoor dining expansion

Insurance

A. For public sidewalks and public parking lots, certificates of liability insurance covering outdoor operations with City of Alexandria as additional insured with minimum \$1,000,000 coverage

B. For on-street parking spaces, commercial general liability insurance of \$1,000,000 each occurrence with \$2,000,000 general aggregate covering all premises and

operations and including bodily injury, property damage, personal injury, completed operations, contractual liability, independent contractors and products liability

- Rough-sketched site plan indicating proposed expansion area. Include the following information on the plan:

For all locations

- Restaurant name and address. Show restaurant location in relation to requested outdoor dining area
- Square footage calculation of outdoor dining area
- Proposed layout and dimensions of tables, chairs, planters, and umbrellas (*minimum 6'8" clearance under umbrella required*). Indicate spacing of at least six feet between seated parties at tables.
- Layouts must comply with requirements for [Phase One](#) of the Forward Virginia plan, including 50% of the lowest occupancy load on the restaurant's certificate of occupancy and providing six feet between parties at tables
- Furniture materials must be painted or sealed wood or of plastic or metal without decorative openings for proper sanitation.
- Location of any Fire Department Connections (FDC) on a building face
- Location of nearby bus stops, bike stations, handicap spaces, loading zones

For public sidewalks (outside King Street Outdoor Dining Program area):

- Sidewalk elements and distance measures to edge of dining area, (sidewalk elements include, but are not limited to, tree wells, lamp posts, fire hydrants, signs, parking meters, light poles, trash receptacles and any other streetscape element)—a straight and continuous five feet of sidewalk is required to be maintained at all times
- Sidewalk width (building face to curb edge)

For public parking lots:

- Total number of spaces in the parking lot and proposed number for use

For on-street parking spaces:

Indicate location of proposed parking spaces in relation to the restaurant. Outdoor dining may not be located:

- In dedicated bus lanes (against the curb) or bus stop areas (minimum 50' of curb space before nearest bus stop)
- Where rush hour regulations exist (e.g. Washington Street)
- On corners unless there is a bulb-out (min. 20' from corner)
- In areas that block a fire hydrant (15' clearance on either side required by City code)
- In areas that obstruct public utility such as a manhole
- On a street with street sweeping restrictions
- On streets with a speed limit of more than 25 mph or with high vehicle traffic volumes (e.g. Patrick and Henry)
- In areas replacing a loading zone, handicap parking, or otherwise designated curbspace
- In areas that obstruct existing or planned Capital Bikeshare stations

--If the proposed outdoor dining would occupy parking spaces other than those fronting the applicant's space, letters of support from the fronting businesses, residents, and property owners are required. A letter of support is required from second-story businesses and residents whose property is directly in front of the proposed outdoor dining.

RETURN THIS FORM WITH ATTACHMENTS TO:

Alexa Powell at alexa.powell@alexandriava.gov for [King Street Outdoor Dining Program area](#)

Greg Garland at gregory.garland@alexandriava.gov for all other areas in the City

The Department of Planning & Zoning will review your request and send you a letter of agreement with conditions if approved