



KING STREET OUTDOOR DINING PROGRAM

Checklist and Process

City of Alexandria, Department of Planning and Zoning

301 King Street, Room 4200, Alexandria, VA 22314, Phone: 703-746-3839 or 746-4333

I. Read King Street Outdoor Dining Ordinance and Design Guidelines

II. For application submission, bring four (4) copies of the following items to the Planning and Zoning station in the Permit Center:

- **Application Form:** Signed King Street Outdoor Dining Program Permit Application
- **Detailed Site Plan:** A detailed site plan that is TO SCALE, and not exceeding 11"x17", must be submitted. It is highly encouraged, and in some cases may be required, that an architect or designer prepare the plan of the outdoor dining and sidewalk area. The plan must include the following items (see attached sample)
 - Existing façade and immediately adjacent businesses. (Property lines must be shown. Include survey plat of subject property if available).
 - Sidewalk width (building face to curb edge).
 - Location of barriers (barriers must be straight and not meander around sidewalk elements).
 - Proposed configuration and dimensions of tables, chairs, planters, and umbrellas (*minimum 6'8" clearance under umbrella required*).
 - 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 minimum five feet of sidewalk is required to be maintained at all times.*
 - Main egress corridor with dimensions (width).
 - Location of designated handicapped accessible seating area.
 - Location of any Fire Department Connections (FDC) on building face.
 - Location of bus stops.
 - Restaurant name and address.
- **Furniture Details:** Photos and dimensions of proposed furniture, including tables, umbrellas (*minimum 6'8" clearance required under umbrella*), chairs, planters, barriers and any other element being proposed to be located on the sidewalk (manufacturer's specification sheets preferred).
- **Photos:** Photos of proposed outdoor dining area, building façade, and sidewalk area adjacent to proposed dining.
- **Calculation of Square Footage of Outdoor Dining Area:** Include on application sheet. Will be verified by inspector and used to calculate permit fee.
- **Certificate of Insurance:** *Certificate of liability insurance covering outdoor operations* (with City of Alexandria as additional insured with minimum \$1,000,000 coverage)

OVER....

III. For Renewals with No Changes

Applicant *sets up dining area* per submitted plan.

Inspector will visit the restaurant to verify plan compliance and total square footage, and to mark dining area on sidewalk.

III. For New Applications OR Renewals with Proposed Changes

Multi-departmental visit to restaurant to verify plans.

If inspectors observe the plan is accurate, then City advises applicant to set-up outdoor dining area.

Inspector revisits to verify plan compliance and mark dining area on sidewalk.

IV. Applicant Picks Up Approved Plan and Certificate of Approval and Pays Application Fee

Once inspector has visited the restaurant and observed compliance with the plan, the applicant can come to the Multi-Agency Permit Center to pay the fee and pick up the approved plan and certificate for posting. The fee is \$100 plus \$1.50 per square foot of outdoor dining area:

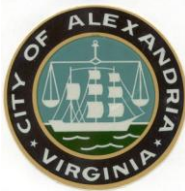
$$\text{APPLICATION FEE} = \$100 + (\text{amount of square feet outdoor dining area} \times \$1.50)$$

Checks should be made out to the City of Alexandria.

V. Applicant Posts Approved Outdoor Dining Plan and Certificate in Conspicuous Location in Restaurant

VI. Renewal

The permit must be renewed annually, prior to April 1 of each calendar year. Outdoor dining is not permitted without a valid permit. Ticketing and fines may be assessed to restaurants who offer outdoor dining without such permit.



KING STREET OUTDOOR DINING PROGRAM

Application

City of Alexandria, Department of Planning and Zoning
301 King Street, Room 4200, Alexandria, VA 22314, Phone: 703-746-3839 and 746-4666

CHECK ONE:

- RENEWAL OF PREVIOUSLY APPROVED OUTDOOR DINING AREA
- NEW APPLICATION OR RENEWAL WITH PROPOSED CHANGES

PROPERTY ADDRESS: _____

NAME OF RESTAURANT: _____

ON-SITE CONTACT(S): _____

RESTAURANT PHONE NUMBER: _____

TOTAL NUMBER OF PROPOSED OUTDOOR SEATS: _____

TOTAL SQUARE FOOTAGE OF OUTDOOR DINING AREA: _____

PLEASE SIGN BELOW THAT YOU HAVE READ, UNDERSTAND, AND WILL COMPLY WITH ALL OF THE CONDITIONS OF THE KING STREET OUTDOOR DINING PROGRAM:

<i>Print Name of Applicant</i>	<i>Signature</i>	
<i>Mailing/Street Address</i>	<i>Telephone</i>	<i>Fax #</i>
<i>City and State</i>	<i>ZIP Code</i>	<i>E-mail Address</i>

Date:

For City Staff Use Only

DATE RECEIVED: _____ PERMIT # _____

TOTAL FEE: _____ DATE FEE PAID: _____

P&Z: _____ T&ES: _____ CODE: _____

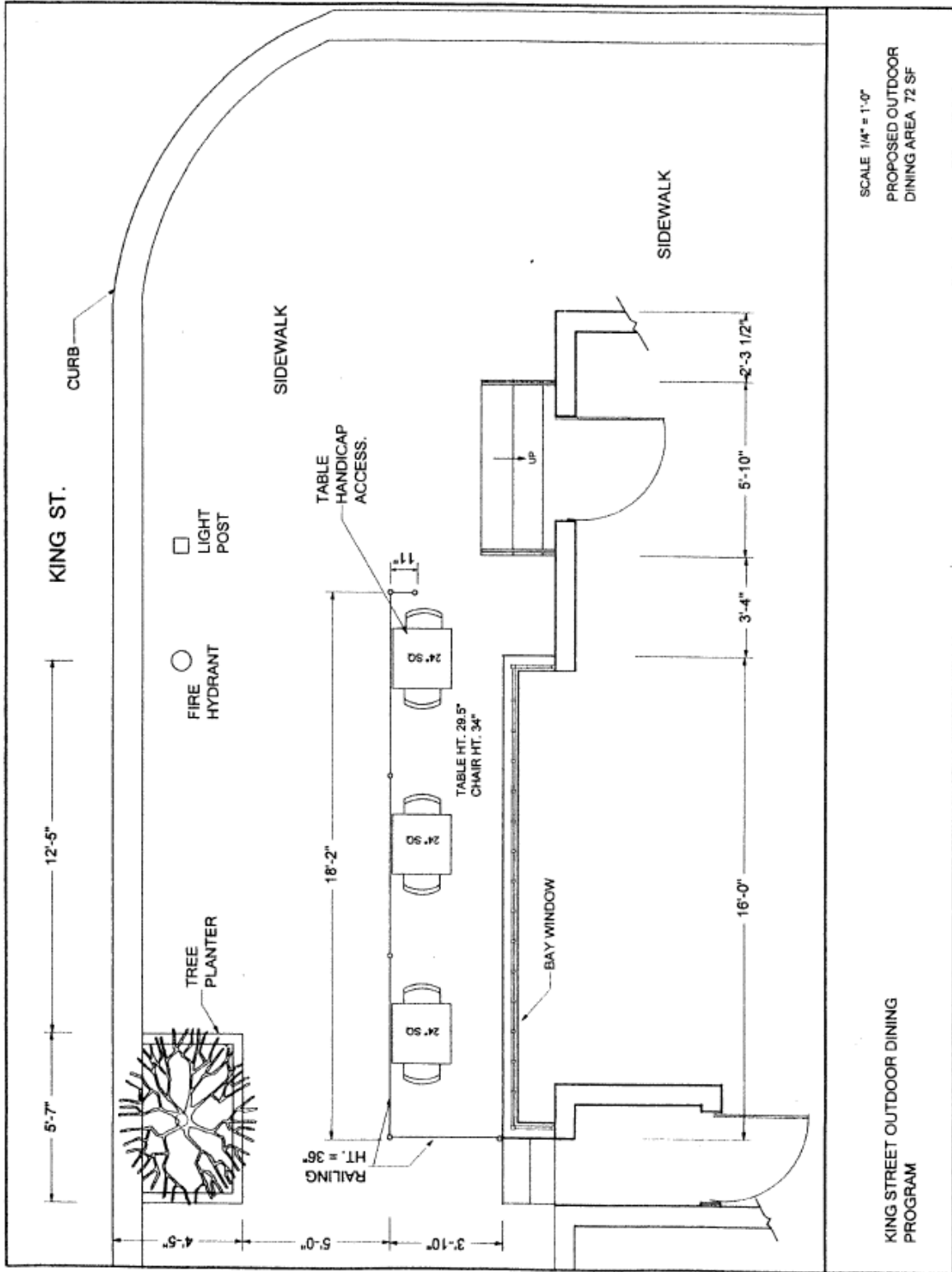
STAFF REVIEWER: _____ STAFF ACTION: APPROVED DENIED



KING STREET OUTDOOR DINING PROGRAM

Sample Plan (Not to Scale)

City of Alexandria, Department of Planning and Zoning
 301 King Street, Room 4200, Alexandria, VA 22314, Phone: 703-746-3839 and 746-4666





KING STREET OUTDOOR DINING PROGRAM

Overview of Conditions

City of Alexandria, Department of Planning and Zoning
301 King Street, Room 4200, Alexandria, VA 22314, Phone: 703.746.3839 and 746.4666

The following is a summary of City requirements for outdoor dining areas approved through the King Street Outdoor Dining Overlay Zone.

GENERAL REQUIREMENTS:

- The program includes restaurant properties that abut King Street (from the waterfront to the King Street Metro Station) and one block north and south of King Street.
- Restaurants submit an application for a permit, including a dimensional plan for the outside dining area that depicts the location and size of the seating area, and width of the sidewalk. The plan must illustrate the number of chairs, tables, and any other improvements.
- Tables, chairs, barriers and umbrellas must comply with the *Outdoor Dining Design Guidelines* to ensure that the design is compatible with the character of the Old and Historic Alexandria District.
- All outdoor dining areas must use some type of “detectible barrier” to make the sidewalk safer for visually impaired pedestrians. Details of types of detectible barriers are shown in the *Outdoor Dining Design Guidelines*.
- Hours of service for outside dining can be anytime between 6:00 a.m. to 11:00 p.m., seven days a week, consistent with any previously approved restaurant hours.

PROGRAM CONDITIONS:

- The outside dining area should be attractive, and promote pedestrian and retail friendly vitality in the King Street corridor.
- The total number of seats (both outdoor and indoor) shall not exceed the restaurant’s previously approved maximum number of seats by more than 20. (Note: If diners are already seated/served outside and it starts to rain, diners may be relocated inside, which can create a dangerous overcrowding issue if the restaurant is already full. Restaurant owners should consult with Code Enforcement about Building Code requirements for egress capacity, number of exits, and the number and type of restroom facilities to make sure that potential overcrowding will not occur.)
- The outside dining area shall be located along the frontage of the restaurant and must be under the responsible direction and control of the restaurant. It may be located adjacent to the building or near the curb. If located near the curb, at least two feet must remain unobstructed between the curb and the outer edge of the outdoor dining area.
- A minimum of 5 feet of straight, continuous, and unobstructed corridor space must be maintained past the outside dining area for sidewalk pedestrian traffic in order to ensure a clear pedestrian passageway along the sidewalk. City inspectors will monitor the restaurants to ensure that a 5-foot sidewalk width is always maintained.

- At least 44 inches of unobstructed ingress/egress space must be maintained between any restaurant doorway and the pedestrian traffic corridor.
- An unobstructed clearance of 5 feet must be maintained between a fire hydrant and any furniture or fixtures related to outdoor dining.
- All improvements (furniture and fixtures) used in the outdoor seating area must be temporary in nature. There shall be no penetration of the sidewalk surfaces.
- The outside dining area must be kept neat and clean at all times. It must be free from accumulation of litter, snow, ice, and other potentially dangerous matter. The restaurant must participate in an approved rodent control program.
- No food preparation is permitted in the outside dining area.
- Tents or awnings are not permitted without obtaining a separate building permit. Table umbrellas are permitted if they do not have signs or advertisements on them and if the umbrellas are completely contained within the outdoor dining area, even when fully extended. Within the outdoor dining area, the bottom edge of the umbrella must have a minimum vertical clearance of 6' 8" from the sidewalk to allow for patron and server circulation.
- No signs are permitted in the outside dining area except those signs that have a valid City permit.
- Loudspeakers outside are prohibited, and amplified sounds from inside the restaurant must not be audible in the outside dining area.
- Any door leading into a restaurant must not be propped open or otherwise supported in an open position.
- The restaurant must comply with all applicable city, state and federal laws and regulations.
- The outdoor dining permit must be renewed annually, prior to April 1 of each year. A fee of \$100 plus \$1.50 for each square foot of outdoor dining area will be assessed.
- Outdoor dining is not permitted between the Monday before Thanksgiving and March 31, *unless* all furniture, including tables, chairs, barriers, umbrellas and other similar items, are removed from the sidewalk and brought indoors daily when the outdoor seating is not in use.
- Smoking is NOT permitted in the outdoor dining area.



**RODENT CONTROL FOR:
OUTDOOR RESTAURANT DINING
DEPARTMENT OF CODE ADMINISTRATION
301 King Street, Room 4200, Alexandria, Virginia 22314**

The City has undertaken an aggressive program of rodent control. This includes systematically baiting all sewers in the City monthly. In order not to undo the benefits achieved under this program, it is necessary to take steps to control any increased rodent activity brought on by outdoor dining or similar activities.

To that end, it is necessary for restaurants with outdoor dining to adhere to the following conditions. The authority to require baiting, cleaning, housekeeping procedures, etc. comes from City Code, §§11-6-2 through 11-6-16.

To insure that proper rodent control measures are in place for outdoor dining the following steps shall be followed:

- A rodent control bait box be placed outside the business, adjacent to or in the dining area when customers are not being served. **(This is in addition to the box that should already be in place in the rear.)**
- Tablecloths shall be removed from the tables and taken inside to be cleaned, shaken, etc. **(Do not brush or wipe food waste onto the sidewalk or dining areas.)** A small handheld vacuum is preferred for clearing crumbs from tabletops.
- Sidewalks shall be monitored constantly during business hours to insure that no food, crumbs, trash, etc. is allowed to accumulate or remain on any walking surfaces.
- After closing, sidewalks shall be broom swept, residue picked up and placed in proper containers for disposal. The sidewalk and dining areas shall be kept clean at all times in order for the aforementioned rodent control measures to be effective.

As always, grease and trash containers shall be clean and covered with tight fitting lids. Businesses with firewood storage or other forms of rodent harborage (flower and plant boxes, etc.) shall have those items elevated a minimum of 6 inches off of the ground

STATE ALCOHOLIC BEVERAGE CONTROL (ABC) CONDITIONS

As a courtesy, staff provides the following summary of conditions that apply if restaurants wish to serve alcoholic beverages in the outside dining area. A restaurant applicant must make a request in writing to the Virginia Department of Alcoholic Beverage Control (ABC) and provide a plan that shows the proposed seating area. It will take 2 to 4 days for ABC to review and approve an application.

- The dining area must have a sturdy enclosure.
- There must be only one well defined entrance to the outdoor dining area. This entrance must be directly in front of the egress doors so patrons are not exiting into a “corral” situation.
- Customers are not permitted to carry their own alcohol to the outdoor dining area.
- The dining area must have adequate illumination during evening hours.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE DATE (MM/DD/YYYY)

PRODUCER INSURED	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURERS AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> </table>	INSURERS AFFORDING COVERAGE	NAIC #	INSURER A:		INSURER B:		INSURER C:		INSURER D:		INSURER E:	
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COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS								
		GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Required	Required	Required	EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$								
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$								
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$								
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$								
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">WC STATU-TORY LIMITS</td> <td style="width: 50%;">OTH-ER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> </tr> <tr> <td>DISEASE - POLICY LIMIT</td> <td>\$</td> </tr> </table>	WC STATU-TORY LIMITS	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	DISEASE - POLICY LIMIT	\$
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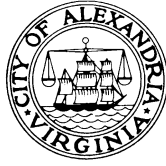
Sample

Sample

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

The City of Alexandria is named as an additional insured.

CERTIFICATE HOLDER City of Alexandria, Virginia Transportation & Environmental Services 301 King Street, Room 4130 Alexandria, VA 22314 (703)838-4324, Fax (703)838-6438	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE X
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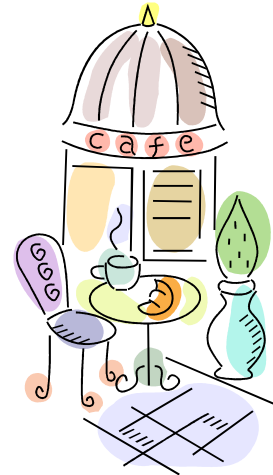


POST IN EMPLOYEE AREA

Outdoor Dining Requirements:

DAILY

- Ensure that locations of barriers, tables, planters, and chairs comply with approved plan (see approved plan and corner markers in sidewalk).
- For moveable barriers, check periodically throughout the day to ensure that barriers remain in approved location.
- Clean and sweep outdoor dining area regularly, and at the end of each day.
- Pick up all litter and debris, regardless of origin, in and around dining area (including cigarette butts).
- Ensure furniture is neat and clean.



STANDARDS

- Smoking is NOT permitted in the outdoor dining area.
- Servers may not serve diners from the sidewalk, and must serve from *inside* the approved barriers.
- The number of chairs approved for the outdoor dining area is limited to that shown on the plan.
- Outdoor dining is not permitted between the Monday before Thanksgiving and March 31, unless ALL furniture, including tables, chairs, barriers and umbrellas, are brought indoors DAILY when not in use.

***FAILURE TO COMPLY WITH THE ABOVE ITEMS MAY
RESULT IN TICKETING WITH FINES OR REVOCATION
OF THE OUTDOOR DINING PERMIT.***