



TEMPORARY SPECIAL USE PERMIT

The City recognizes that businesses are faced with accommodating social distancing and limited services due to COVID-19 public health orders and closures. During this public health emergency, indoor capacity was effectively eliminated within the current physical indoor footprint of a business. To address this capacity issue, the City may issue Temporary Special Use Permits (TSUPs) to utilize sidewalks, privately-owned parking areas and outdoor spaces of a business' site to appropriately provide services while accommodating emergency orders related to social distancing and restricted indoor activities. TSUPs will be made available for businesses under modified emergency orders in compliance with the City's Special Use Permit process established in the City's Zoning Code. This application package includes a TSUP submittal checklist, application and a listing of operation requirements and limitations associated with the TSUP.

If you have any questions, please feel free to contact the City's Planning Division at (310) 544-5228 or via email at Planning@rpvca.gov.

SUBMITTAL CHECKLIST

The Temporary Special Use Permit (TSUP) application package is comprised of the following items:

1. Fully completed and signed application for a Temporary Special Use permit
2. Four copies of Site Plan - An 8.5" x 11" site plan showing the following:
 - All buildings and structures on the site.
 - Off-street parking spaces, driving aisles, and driveways.
 - The location and dimensions of the temporary use.
 - Such other data as may be required to demonstrate that the project meets the criteria. Examples include but are not limited to:
 - Furniture & Equipment plan – demonstrating that the TSUP would not be to increase the total number of tables/patrons, but rather to provide an outdoor footprint to accommodate existing capacity
 - Lighting plan
 - Portable heaters
 - Show minimum 4' wide ADA accessible pedestrian path of travel from restaurant, outdoor dining areas, sidewalks and parking areas.
3. Alcohol Beverage Control Approval (if alcohol is served outdoors)
4. COVID19 Re-Opening Form (The Appendix related to your business may be found on the LA County Department of Public Health website at <http://publichealth.lacounty.gov/media/Coronavirus/> under the "What You Should Know" section. Click the "Health Officer Order" tab and scroll down to find the Appendix related to the type of business)

TEMPORARY SPECIAL USE PERMIT APPLICATION

LOCATION		
BUSINESS LICENSE NUMBER	BUSINESS NAME	LICENSE EXPIRATION DATE
ASSESSOR'S PARCEL NUMBER	STREET ADDRESS	

APPLICANT INFORMATION	BUSINESS OWNER & MANAGER			
APPLICANT NAME	BUSINESS OWNER			
APPLICANT ADDRESS	BUSINESS OWNER NAME			
CITY	STATE	ZIP CODE	PHONE	E-MAIL
PHONE	FAX		MANAGER NAME	
MOBILE	E-MAIL (REQUIRED)	PHONE	E-MAIL	

PROPERTY OWNER AUTHORIZATION		
<p><i>I declare that I am the legal owner of record of the land specified in this application. As the owner, I hereby affirm under penalty of perjury that the foregoing statements, facts and attachments are true and correct. Further, I declare that I fully understand and authorize all actions proposed within this application, and authorize the foregoing applicant or agent to act on my behalf on all matters relating to this application, including negotiations, discussions and communications with staff from the City of Rancho Palos Verdes. This authorization shall remain valid until invalidated in writing.</i></p>		
X	X	
Property Owner Name (Print)	Property Owner Signature	Date of Signature

APPLICANT'S DECLARATION		
<p><i>I hereby certify under penalty of perjury that all statements herein are true and correct to the best of my knowledge and I am fully authorized by the property owner to apply for this permit. I understand that any false statements or omissions may result in denial of this permit. I further acknowledge that I agree to fully comply with all regulations set forth by the City of Rancho Palos Verdes as they relate to the issuance of the Temporary Special Use Permit.</i></p>		
X	X	
Applicant Name (Print)	Applicant Signature	Date of Signature

OPERATIONAL REQUIREMENTS AND LIMITATIONS

- Outdoor dining areas shall be limited to serving and consumption of food and nonalcoholic beverages, unless authorized otherwise by Alcoholic Beverage Control (ABC) with the issuance of COVID-19 Temporary Catering Authorization.
- Uses that generate excessive noise such as amplified music are not permitted in the outdoor area.
- A clear passage area on walkways, plazas or parking areas, free of all obstructions, shall be maintained at all times to avoid hazardous conditions for pedestrians.
- Under no circumstances shall a path of travel be less than four (4) feet wide.
- Outdoor dining, fitness and personal care service areas shall be fully accessible for persons with physical disabilities and provide safe passing conditions. Throughout the term of this temporary program, it shall be the business owner's responsibility to comply with all federal, state, and local laws, including but not limited to Americans with Disability Act.
- The outdoor dining, fitness and personal care service area must be located directly adjacent to the establishment.
- Any modification to the approved site plan requires submittal of a modified site plan to the Community Development Departments for review
- The only permitted furniture within the temporary outdoor service area are tables, chairs, and properly anchored umbrellas, unless specifically approved by the city. Tents, portable heaters or other structures requiring a separate permit are not permitted unless specifically approved by the City.
- The operation and use of the outdoor dining area must comply with all applicable State and local health orders including directives from CAL/OSHA.
- A copy of this permit must be kept on site at all times.
- The outdoor service area shall not operate beyond the operating hours of the establishment.
- No other uses are permitted within the temporary outdoor dining, fitness, and personal service areas; including, but not limited to, live entertainment and dancing.
- Outdoor dining, fitness and personal service areas may not encroach into drive aisles.
- Outdoor dining, fitness and personal service areas should not be placed on the site in an area that requires employees and patrons to cross active drive aisles to access the establishment.
- Furnishings shall not restrict motor vehicle sight lines.
- The encroaching furnishings shall not impede entry to the building and must not preclude applicable emergency exit requirements.
- All fences and/or enclosures should be of durable material, fire safe, structurally sound, aesthetically pleasing, and shall be easily removable and cannot exceed 3 feet in height.
- Fences and furnishing must be maintained in good condition and placed/secured in such a way so as not to impede public safety. Permanently affixed furnishings and fencing are not permitted.
- All Fire Department regulations and standards concerning exterior lighting, tents, portable heaters and power shall be met.
- Fire Department approval and permits shall be obtained for LPG heaters and open flames, including candles
- Term of Permit: This Temporary Special Use Permit is valid for a period not to exceed 60 days from full execution by the City, unless extended in writing by the City; or 15 days from the date that the restrictions pertaining to restaurant operations contained within State and Local Health Orders, as amended, are lifted, whichever occurs sooner
- Termination: The City of Rancho Palos Verdes reserves the right to terminate or temporarily suspend this permit at any time, for any reason, including but not limited to noncompliance with the terms and conditions of the permit, or the use threatens the public health, safety, and welfare, such as storm events, crowds in excess of permitted capacity, construction, and modifications to the Statewide Declaration of Public Health Emergency.

Signature of business operator acknowledging the above requirements and limitations.

Date