

Temporary Outdoor Expansion Instructions

This application process is intended to accommodate limited temporary outdoor commercial operations during the COVID-19 operational restrictions.

Please follow these instructions to prepare your submittal. Once you have electronic versions of your materials, follow the steps below to submit your application.

1. **Application**: Please complete all fields on the application form.
2. **Filing Fee**: No Filing Fee
3. **Plans**: Submit electronic copies of the following (minimum 8 ½" X 11"):
 - **Site Plan**: Depict the location of the tenant space and proposed expansion area(s) relative to the overall site, property lines, other buildings/suites, parking spaces and drive aisles, streets, oak and/or landmark trees, slopes, and sidewalks.
 - **Outdoor Expansion Area Plan**: Include outdoor display/merchandise locations, canopy covers, location within a sidewalk area, parking spaces used, paths of travel, and location and type of enclosure around designated area.
 - **Elevations/Design**: Provide elevation drawings or brochure information of vertical improvements, such as enclosures, umbrellas, fans, etc.

Compliance with the Americans with Disability Act (ADA) and other agency regulations is required.

4. **Property Owner Approval is Required.**
5. **Supplemental Information**: During evaluation, additional information may be requested.