



City of Sacramento Outdoor Dining: Off-Site Permitting Process

In an effort to assist local businesses who wish to open to the public using parts of the Public Right of Way to facilitate social distancing, the City of Sacramento is offering an expedited street closure permitting process. City Staff will work with businesses to expedite a permit. This process includes closure of parts of streets and/or sidewalks such that they can be utilized as space for serving customers while maintaining space for mobility. Note that the scope of this program includes Right of Way access only. It does not include consideration for food service, alcohol service, provision of restrooms or wash stations, or other regulations associated with the operation of a restaurant. Most importantly, this program does not relieve the applicant from the responsibility to adhere to COVID-19 related health mandates, including social distancing.

In order to obtain a permit under this program, please follow the steps below:

1. **Initiate the application.** Contact Josh Werner at jwerner@cityofsacramento.org or 808-8158 to obtain application information and help processing the request. A site visit will be scheduled to discuss options for the outdoor dining area in the public right of way.
2. **Site Assessment.** City Staff will discuss feasibility and provide recommendations to the applicant in order to expedite permitting.
 - a. **Traffic Safety.** Safety for members of the public in the Right of Way is paramount for the City of Sacramento. Traffic Safety recommendations are non-negotiable.
 - b. **Maintaining Public Access.** If the outdoor dining area impacts the movement of pedestrians or bicycles, an alternate access shall be provided. This includes accessibility provisions for members of the disabled community.
 - c. **Solid Waste Pick-Up.** Consideration needs to be made for maintaining solid waste collection.
 - d. **Deliveries.** If an area is blocked that is typically used as a loading zone, consider an alternate location so that traffic is not impeded during deliveries.
 - e. **Bus Stops.** Access to all transit stops should be maintained.

3. **Submit the permit application.** Applications are submitted through Josh Werner to Development Engineering c/o Cesar Narvaez. The permit application will need to include insurance information and a traffic control plan.
 - a. Insurance. Applicant will be required to submit a Certificate of Liability Insurance with endorsement naming the City of Sacramento as an additional insured.
 - b. Traffic Control Plan. If the applicant proposes to utilize any portion of the roadway between curb lines, the applicant will be required to submit a plan that shows the area to be used, as well as the placement of all traffic control devices such as barricades, fencing, and warning signs necessary to maintain safety in and around the outdoor dining area.
 - i. Special consideration will be made to ensure an accessible pedestrian route can be maintained around the area. Please see the Pedestrian Considerations attachment for more guidance.
 - ii. When closure of any portion of the roadway between curb lines is proposed, hiring a traffic control vendor to assist will expedite the permitting process. As per 2(a) above, City staff will assist with determining a cost effective traffic control system and locating the appropriate traffic control devices.

4. **Submit the permit application.** The permit application will need to include insurance information and a traffic control plan.