

**CITY OF ALEXANDRIA - Department of Planning and Zoning
Temporary Expansion of Outdoor Dining Request Form**



DATE: _____

RESTAURANT ADDRESS: _____

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

NAME OF RESTAURANT: _____

RESTAURANT CONTACT NAME: _____

Phone number: _____ Email: _____

Check one:

Property Owner

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

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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, factor in a minimum of six feet between parties at tables

Private Property

Off-Street Parking Spaces
Number _____

Parking Lot Address: _____
Number of spaces: _____

Other
Describe: _____

Public Property (requires certificate of liability insurance)

On-street Parking Spaces (when not individually marked, a parking space is considered to be 20' long.)
Number _____ (Preferably located directly in front of the business)

Sidewalk

Parking Lot Address: _____
Number of spaces: _____

REQUIRED ACKNOWLEDGEMENTS:

I have notified adjacent businesses, residents and neighborhood civic associations

For use of a private parking lot shared with other businesses, I have coordinated my dining use of parking spaces with their business and parking needs

REQUIRED ATTACHMENTS:

- Email authorization from property owner for outdoor dining expansion
- Photographs of area proposed for outdoor dining
- If the proposed outdoor dining would occupy parking spaces other than those directly in front of the applicant's business, 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.
- Certificate of Liability Insurance
 - 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
 - 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 with City of Alexandria as additional insured
- 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, umbrellas (*minimum 6'8" clearance under umbrella required*), canopies that are not enclosed, Virginia ABC barriers.
 - Seating layouts must comply with social distancing guidelines to indicate spacing of at least six feet between seated 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 measured 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.

PLEASE NOTE: Outdoor dining cannot be approved at on-street parking spaces:

- ◇ In areas that block a fire hydrant (15' clearance on either side required by City code)
- ◇ In areas replacing a loading zone, handicap parking, or otherwise designated curbspace
- ◇ Where rush hour regulations exist (e.g. Washington Street)
On corners within 20 feet from a corner
- ◇ In areas that obstruct public utility such as a manhole
- ◇ On streets with a speed limit of more than 25 mph or with high vehicle traffic volumes (e.g. Patrick and Henry)
- ◇ In other areas that may be deemed unsafe by staff

RETURN THIS FORM WITH ALL REQUIRED ATTACHMENTS TO:
Alexa Powell at alexa.powell@alexandriava.gov

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