

OUTDOOR BUSINESS ACTIVITY PROGRAM ADMINISTRATION

MARCH 10, 2025



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This document has been developed to make it easier to understand and navigate the process of applying for and getting approved for a Parklet or Sidewalk Cafe.

This document is a collection of processes, submittal requirements and checklists. They will be updated from time to time by staff.

THE OUTDOOR BUSINESS ACTIVITY PROGRAM GUIDELINES

The Outdoor Business Activity Program Guidelines are a separate document and they can also be found on the [Outdoor Business Activity Webpage](#).

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OUTDOOR BUSINESS ACTIVITY

As defined in Redwood City Municipal Code Section 29.2, The act of a business establishment providing goods and services within the right-of-way through creation of a Parklet and/or Sidewalk Cafe, including, but not limited to, retail, dining, and personal services.

PARKLET

As defined in Redwood City Municipal Code Section 29.2, A Parklet is a sidewalk extension, typically installed on public parking spaces or other parts of the right-of-way that are not part of the existing sidewalk that provides more space and amenities for Outdoor Business Activity operated and maintained by the business establishment conducting the Outdoor Business Activity.

SIDEWALK CAFE

As defined in Redwood City Municipal Code Section 29.2, A Sidewalk Cafe is an outdoor area located within the right-of-way and the sidewalk area which is used to provide more space and amenities for Outdoor Business Activity operated and maintained by the business establishment conducting the Outdoor Business Activity.

OVERHEAD STRUCTURE

A structurally sound, stationary installation made of durable materials, including a clear and solid roof, which serves to enclose or cover a Parklet or Sidewalk Cafe space. Umbrellas, fabric

awnings, or other retractable and soft material used for shading are considered Overhead Coverings (as defined below), not Overhead Structures.

OVERHEAD COVERING

Umbrellas, fabric awnings, or other retractable and soft material used for shading.

BUILDING PERMIT

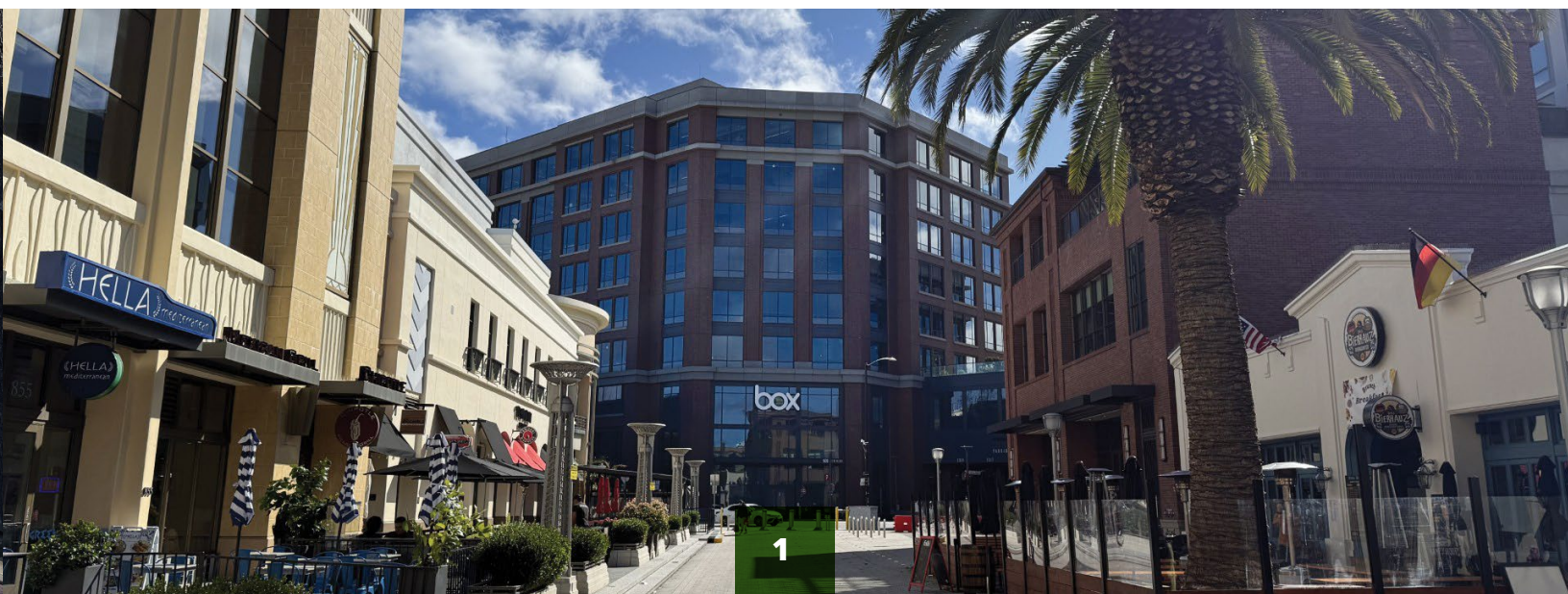
Issued by the Building Division when the Applicant's plans meet all Outdoor Business Activity Program Guidelines and California Building Standards Code.

ENCROACHMENT PERMIT FOR OUTDOOR BUSINESS ACTIVITY ("ENCROACHMENT PERMIT")

Issued by the Engineering & Transportation Department as authorized in Municipal Code Chapter 29 with Special Conditions for operating and maintaining Outdoor Business Activity within the right-of-way.

LICENSE AGREEMENT

An agreement entered into between the Applicant and the City of Redwood City specifying the terms and conditions of the Applicant's use of the right-of-way for Outdoor Business Activity.



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REVIEW AND APPROVAL PROCESS

Applicants must submit plans for the Parklet or Sidewalk Cafe to ensure the design meets the Guidelines set by Redwood City and the California Building Standards Code.

- If an Applicant wishes to have an Overhead Structure, they will need to receive a Planning entitlement first. This must be done prior to the Building Permit application.
- If an Applicant wishes to have heating devices with LP gas tanks (e.g. propane), they will need a Fire Department Operational Permit. This can be applied for at the same time as the Building Permit or after. It must be issued prior to the use of the heating devices.
- All other Guidelines and the California Building Standards Code will be evaluated during the Building Permit review process.

At the conclusion of a successful application for a Parklet or Sidewalk Cafe, you will receive both a Building Permit and an Encroachment Permit. You will also sign a License Agreement with the City of Redwood City.

The main steps of the permitting process are described in the Process Map in **GREEN**; the renewal process is in **BLUE**.

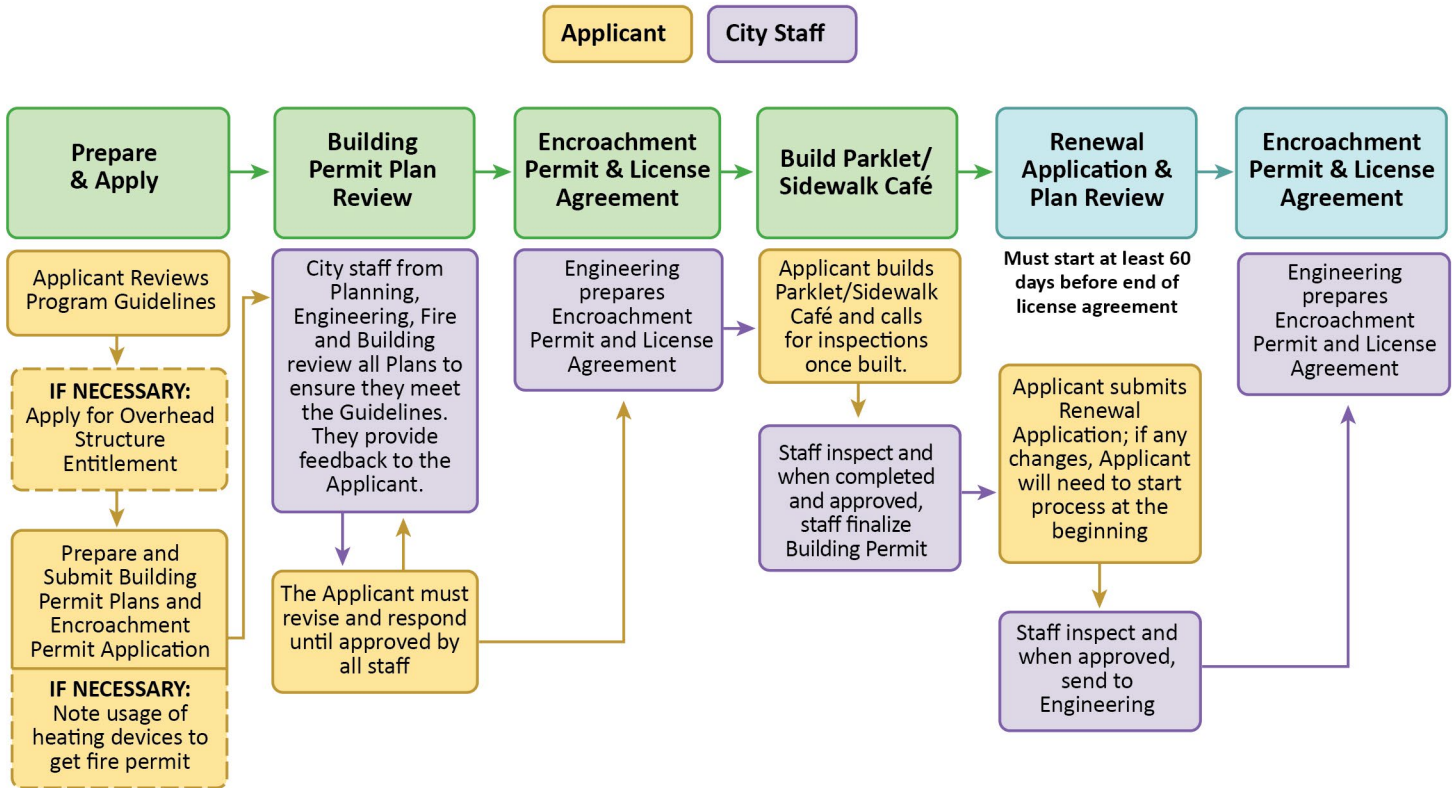
Each time an Applicant receives a formal response from City staff to their submission, the Applicant must resubmit within a maximum of **90 days** or the application expires. If that timeframe is exceeded, the City may terminate the Building Permit and require the applicant to re-start the process from the beginning.

All fees associated with the Outdoor Business Activity Program can be found on the [Master Fee Schedule](#).

Once issued, the Building Permit, Encroachment Permit and License Agreement are valid for one year. If the Parklet or Sidewalk Cafe is not constructed according to the plans by one year from the date of Building Permit issuance, the Applicant will need to reapply for a Building Permit before the Encroachment Permit can be renewed. This will be subject to additional plan review and fees.

The Encroachment Permit and License Agreement are Revocable. Compliance with Program Guidelines in this document is required.

Outdoor Business Activity: Review and Approval Process



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STANDARD SUBMITTAL CHECKLIST

The Standard Submittal allows the Building, Fire, Engineering, and Planning Divisions to review the Applicant's plans for consistency with the Outdoor Business Activity Guidelines and the California Building Standards code. The documents will be used for issuing the Building Permit, the Encroachment Permit and the License Agreement.

The following items shall be submitted through the Building Permit Submittal Process. Please review the Site Plan Checklist and Elevation View Checklists, to ensure you have included all important elements on those documents.

	For use in issuing the:		
	Building Permit	Encroachment permit	License agreement
<u>Completed Building Permit Application Form</u>	X		
<u>Encroachment Permit Application Form</u>		X	X
<u>Proof of Business Tax Receipt/ Business License</u>	X		
Copy of <u>ABC License (if applicable)</u>	X		
Site Plan (scaled, i.e. 1/8" = 1'10" & dimensions, i.e. 5'0" clearance path)	X	X	X
Encroachment Permit / License Area for reference in the License Agreement (Diagram 5: Site Plan (Dimensions and Encroachment Area))		X	X
Elevation View Drawings (from Side View and Roadway View)	X	X	X
Images and/or renderings of Proposed Design Components	X		
Certificate of Insurance reflecting <u>Insurance Requirements</u>		X	X
<u>Property Owner Notification Affidavit</u>	x	X	
<u>Neighboring Business & Property Owner Consent Form</u> (if necessary)		X	X

The Site Plan Checklist provides information required to be shown on the Applicant's submitted site plan. The Checklist includes information for the existing site conditions to verify that the proposal is suitable. This Checklist may be submitted with the plans, but it is not required.

Please document **all conditions within 20 feet** of the desired Parklet or Sidewalk Cafe location, unless otherwise required below. This may mean you are including items in front of neighboring businesses or properties. Although the site plan diagrams are shown separately below, all information should be on one site plan. If required, please specify materials, dimensions, and other relevant details on the site plan and include labels and a legend to clearly identify elements in the proposed design.

EXISTING SITE CONDITIONS

Please include all of the following in your Site Plan:

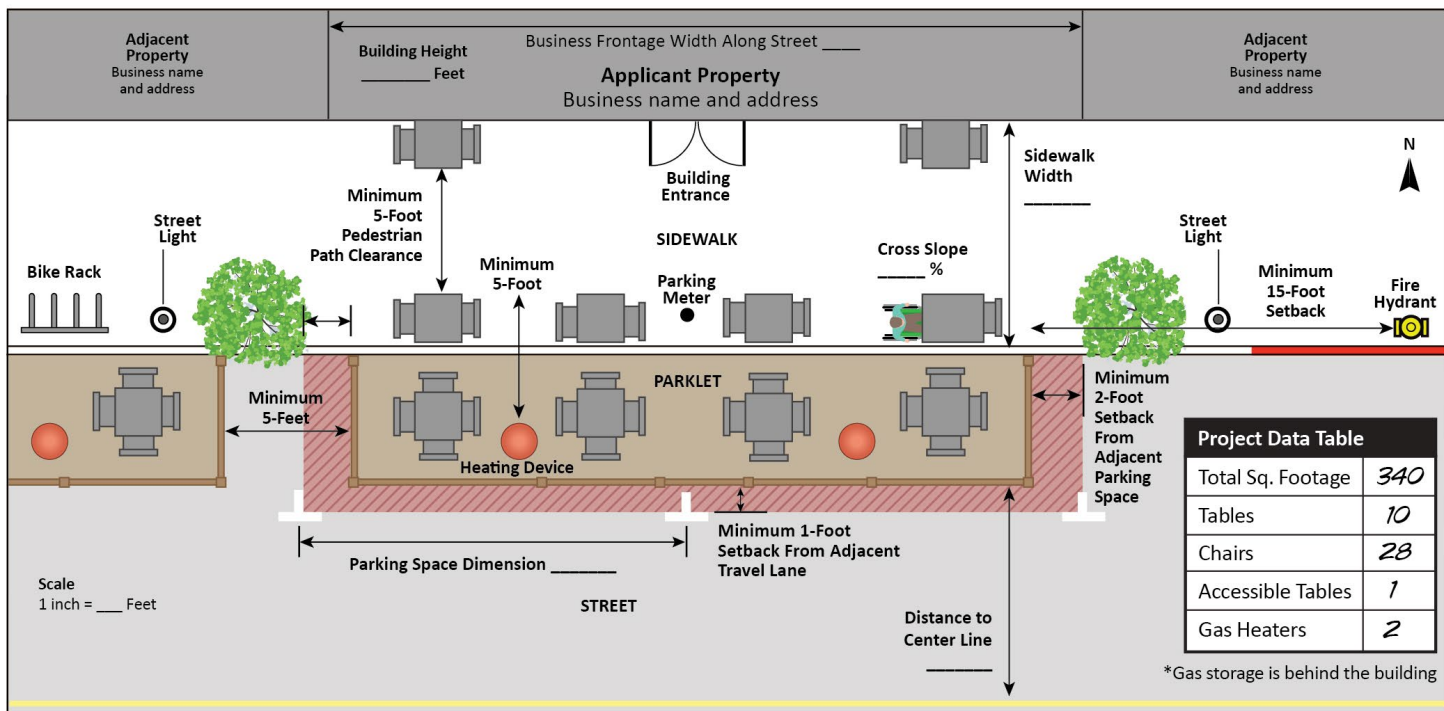
- Applicant building and adjacent business (with entry doors shown). Clearly show property boundary lines and building heights
- Business frontage dimension
- Existing sidewalk width(s) and slopes
- Name and location of adjoining streets or alleys
- Existing curb cuts and driveways
- Adjacent bicycle lane and/or auto traffic lane
- The entire boundary of any adjacent existing Parklets or Sidewalk Cafes
- Existing parking spaces, ADA spaces, loading zones with dimensions, parking meters, other existing sidewalk features (e.g. fire hydrants, FDC locations, streetlights, planters, bike racks, bus shelters, trees, signs, etc.)
- Utility valves, panels, inlets and manholes in the street and on the sidewalk
- Street features, showing distance to center line of street

- All color curb zones (red, yellow, green, white, blue)
- Scale
- North arrow

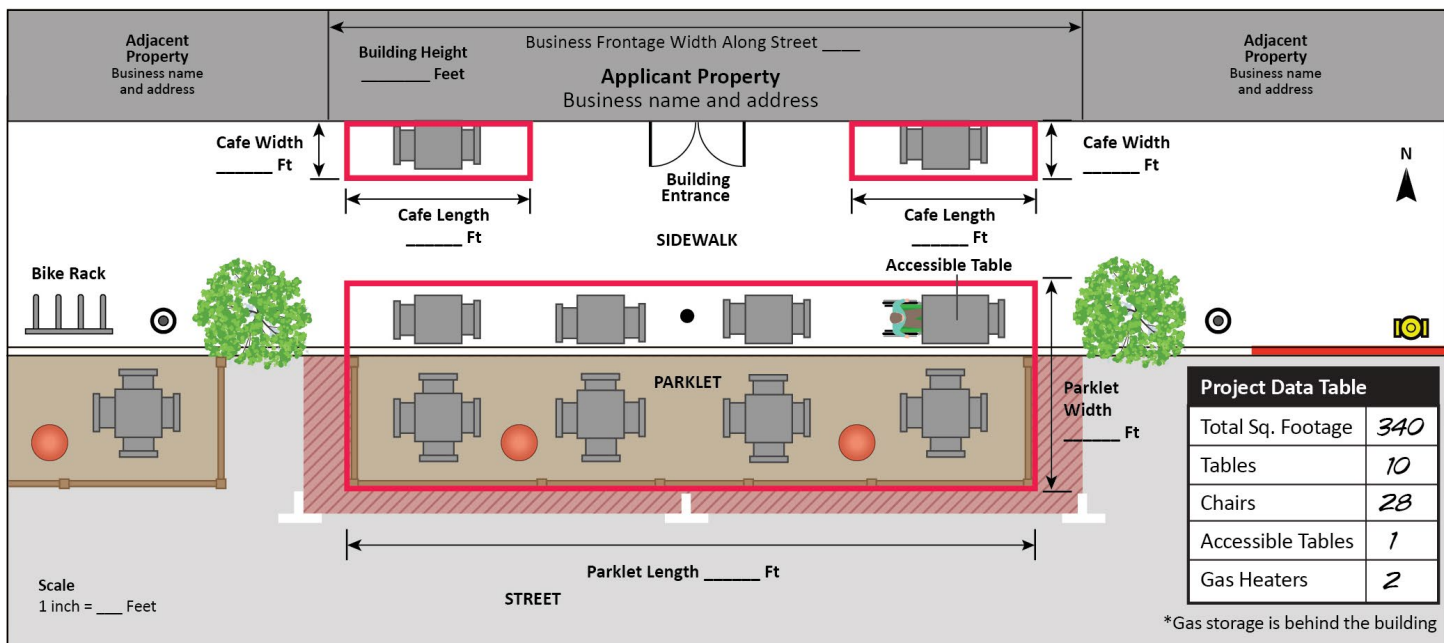
INFORMATION ABOUT THE PARKLET AND SIDEWALK CAFE

Please include all that apply in your Site Plan.

- Proposed footprint, dimensions, and square footage
- Number of parking spaces that the Parklet will occupy (if applicable)
- Required setbacks and clearances
- Proposed pedestrian path clearance and dimensions
- Distance from Parklet or Sidewalk Cafe to nearest crosswalk or intersection
- Distance from edge of Parklet or Sidewalk Cafe to center line of the street
- Location and spacing of tables, café counters, chairs, benches, planters, and/or other furnishings/elements
- Compliance with accessible design requirements
- Lighting (if applicable, note type)
- Portable heaters and power source (if applicable). If not using heaters, please specifically note that you do not plan to use them.
- Overhead Structures, if approved by Planning
- Umbrellas and other Overhead Coverings, in the fully open position
- Project data table to include total square footage, a list and quantity of each furnishing element, accessible seating, etc.



Site Plan (Existing Site Conditions and Proposed Improvements)



Site Plan (Dimensions and Encroachment Area)

The Elevation Views provide information required to be shown on the Applicant's submitted elevation drawings. The Checklists include information for the proposed Parklet or Sidewalk Cafe that demonstrates conformity with design criteria in this document, such as the maximum barrier height and vertical clearance for overhead elements.

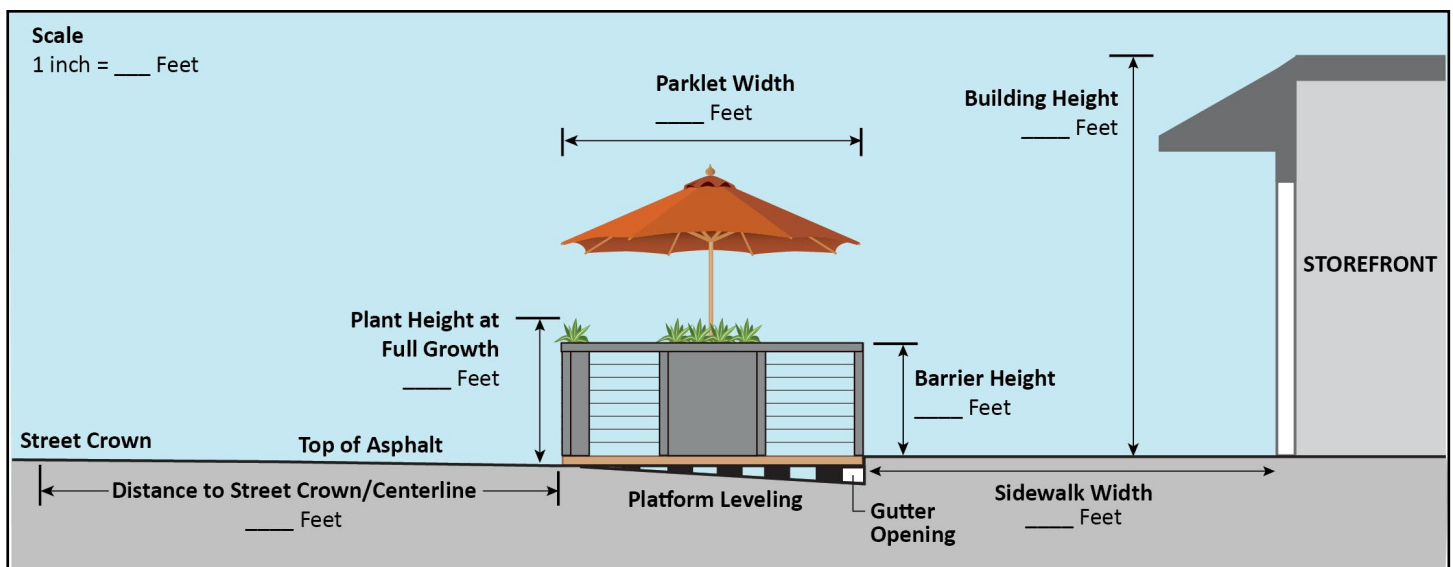
Parklets and Sidewalk Cafes can be constructed with a series of components of a variety of materials to ensure quality design and an enhancement of the public realm. The Checklists may be submitted with the plans, but they are not required. Examples of Side View and Roadway View Elevation drawings are shown below. If required, please specify materials, dimensions, and other relevant details on the elevation drawings and include labels and a legend to clearly identify elements in the proposed design.

A. SIDE VIEW ELEVATION (DRAWN TO SCALE)

Please include all that apply:

- Parklet or Cafe width
- Barrier height (including plant height at full maturity, if applicable)

- Barrier materials; if using rope or potted plants (preferred), please show
- Sidewalk and Pedestrian Zone clearance width
- Emergency vehicle access road width, including required vertical clearances
- Business storefront
- Platform support (include proposed materials)
- Platform leveling (i.e. pedestal or other means)
- Drainage clearance
- Existing asphalt and street crown with dimension to center line, or otherwise indicate emergency vehicle access road width
- Overhead Structure with vertical clearance height (if applicable)
- Shading (include proposed materials, if applicable)
- Other additional furnishing (e.g. bike rack)

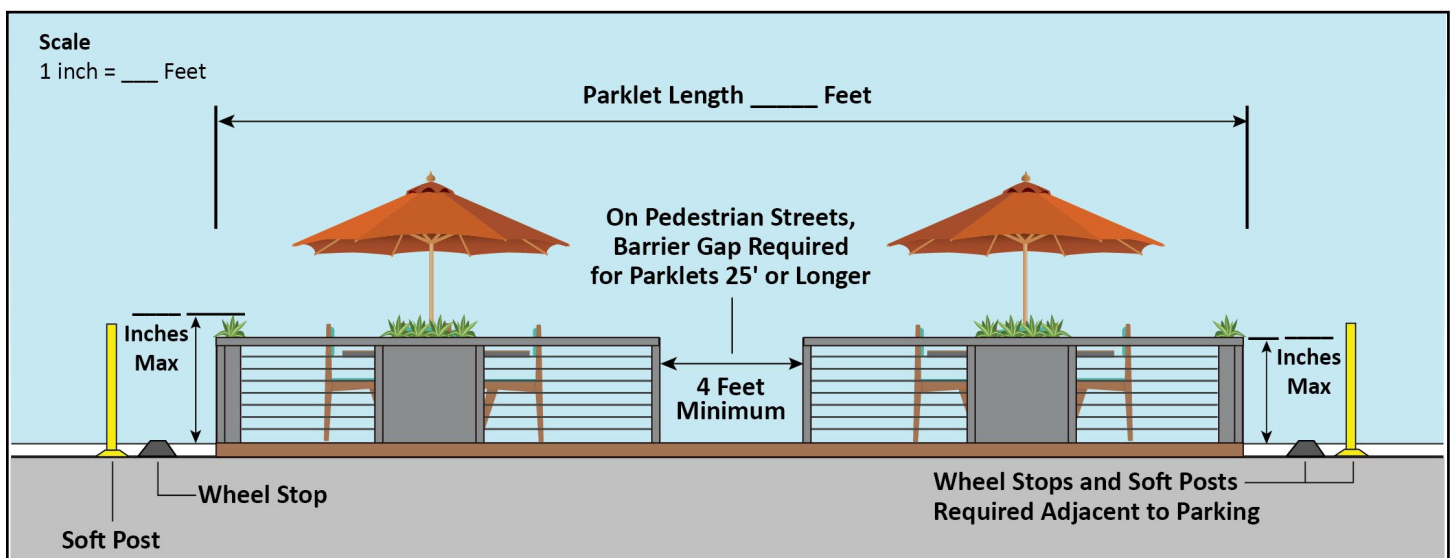


Side View Elevation

B. ROADWAY VIEW ELEVATION

Please include all that apply:

- Parklet or Cafe length
- Barrier height (including plant height at full maturity)
- Barrier materials
- Pedestrian access through Parklet (applicable to Parklets longer than 25 feet on Pedestrian Streets)
- Overhead Structure with vertical clearance height (if applicable)
- Shading (include proposed materials, if applicable)
- Wheel stops and soft posts
- Other additional furnishing (e.g. bike rack)



Roadway View Elevation

7 OVERHEAD STRUCTURE SUBMITTAL CHECKLIST

Overhead Structures require additional time and processing prior to applying for the Building Permit. Overhead Coverings are not considered Overhead Structures and are strongly encouraged rather than Overhead Structures.

This process precedes the Standard Submittal. Concurrent Planning entitlement and Building Permit review is not accepted. Applications submitted for Building Permit review will be placed on hold until all required Planning entitlements are obtained.

In order to apply for a Planning entitlement for an Overhead Structure, submit the following to planning@redwoodcity.org:

- Planning Application for Architectural Review
- Planning Application Fee
- Project description and justification for the request for an Overhead Structure

- Site plan of proposed overhead structure with dimensions and pedestrian clearance, including any of the detailed requirements outlined in Section 5 of the Outdoor Business Activity Guidelines.
- Side and street-facing elevation drawings of proposed overhead structure with dimensions and pedestrian clearance, including any of the detailed requirements outlined in the Program Guidelines; if portable heaters are proposed, include the heater-to-ceiling dimension, indicate location(s) of each on the site plan, and ensure adequate clearances (5' above, 10' all around).
- Sample roof materials and photos

If approved by the Planning division, the Applicant shall obtain a Building Permit for the Overhead Structure, which will be reviewed as part of the Building Permit plan review process. The permit set shall include the site plan and elevation drawing of the Parklet, consistent with the Planning entitlement, with the Overhead Structure, along with any additional details and full calculations prepared by a licensed engineer.