

Development Services Department

DSD WEBINAR: How to Apply for a Temporary Outdoor Business Operations Permit

July 2020



Agenda

1. What types of projects can you apply for under the Temporary Outdoor Business Operations permit – **Sidewalk Café (retail too) and Pedestrian Plaza**
2. What documents **must** you submit for the permit – **Application and EMRA**
3. How to create an OpenDSD account and upload your Application and EMRA
4. Guidelines for public safety
5. Questions?



New Urgency Ordinance Will

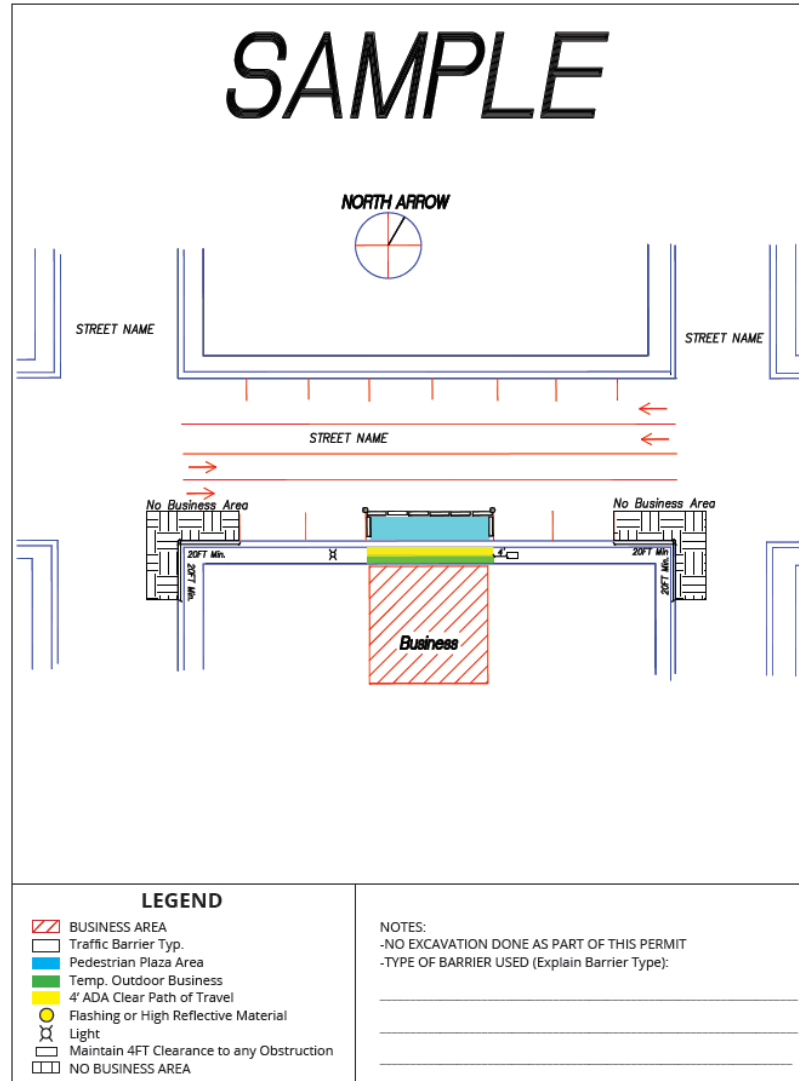
- Allow outdoor business operations for dining and retail in parking lots, on-street parking spaces, and sidewalks as well as neighboring business frontage with written permission of neighboring business owner
 - Waive parking requirements so businesses can make use of private parking lots to place dining furniture and displays, among other retail operations
 - Streamline and cut red tape for sidewalk cafés
 - Allow “Pedestrian Plazas” to take over on-street parking for expanded outdoor dining and retail
 - Allow business improvement districts to issue Sidewalk Café permits for an expanded area of the sidewalk
- Waive special event permit fees to allow nonprofit applicants to close streets and conduct business outdoors faster and cheaper
 - Waive special event application processing fees, late fees, and fire inspection fees for street closures
 - Retroactive fee waivers for applicants that were previously approved for an outdoor dining special event permit after May 1, 2020
- Broaden allowances and reduce required permit for temporary signs so that small businesses can place banners, A-frame signage in the right of way, public health reminders, and other informational signs outdoors on sidewalks while maintaining ADA access
- Allow for expanded wholesale distribution of food, beverages, and groceries directly to consumers while allowing for social distancing
- Preserve mobility, safety and emergency access for pedestrians, and preserve requirements that ADA access and path of travel be maintained at all times
- Require full compliance with all State and County Health Orders and guidance

Sidewalk Café (retail too) and Pedestrian Plaza






Sample Site Plan














Development Services Department

Two Documents Required: Application and Encroachment Agreement


 City of San Diego Development Services 1222 First Ave. San Diego, CA 92101 (619) 446-5150		TEMPORARY OUTDOOR BUSINESS PERMIT July 2020	
Permit No. _____		Map No. _____	
Application Date: _____		Business Name: _____	
Address/Project Street: _____		Cross Street: _____	
Applicant's Name: _____		City: _____ State: _____ Zip: _____	
Contact: _____		Telephone: _____ Email: _____	
Activity Type: <input type="checkbox"/> SIDEWALK CAFE <input type="checkbox"/> PEDESTRIAN PLAZA		NOTE: TEMPORARY USE AUTHORIZED UNTIL STATE ORDERS THAT RESTRICTIONS HAVE BEEN LIFTED	
1. Traffic control plan shall conform to the latest edition of City of San Diego Standard Drawings, Appendix A: The Manual of Uniform Traffic Control Devices and the California Supplement and Standard Specifications for Public Works Construction, including Regional Supplement Amendments and City of San Diego Supplement Amendments. 2. The applicant is responsible for restoring the road back to satisfactory condition including, but not limited to, paving, striping, markings, and traffic signal loop detectors within five (5) calendar days of completion of work at affected intersection or road segment. 3. The City Traffic Engineer reserves the right to observe these traffic control plans in operation and to make any changes as field conditions warrant. 4. Provide Plan For Signage and Signage examples at dining establishments (i.e. placards, etc.). 5. Any work that creates an undue safety risk or creates severe congestion may be shut down by City Traffic Engineers, City Field Inspection, or the Police Department. 6. All travel lanes shall be minimum of 12 feet wide, 14 feet adjacent to bike lanes, unless otherwise approved by the City Traffic Engineer.			
7. Cones and delineators shall have reflectorized sleeves for night work. 8. If parking is allowed in advance warning area, advance warning signs shall be mounted on high level devices. 9. The applicant/contractor shall post tow-away/no tow-away signs seventy-two (72) hours in advance and shall tag the parking meters (where applicable). 10. Barriers shall be provided when utilizing parking spaces for outdoor business operations and barriers shall be placed at the perimeter of the area of use adjacent to vehicular/bike lanes. Barriers shall not encroach into travel lanes. THE APPLICANT SHALL NOTIFY CITY FIELD ENGINEERING (INSPECTIONS) 24-HOURS PRIOR TO THE INSTALLATION OF BARRIERS BY CALLING (619) 627-3286. INSPECTIONS ARE REQUIRED. THE APPLICANT SHALL NOTIFY TRANSIT AGENCIES IF WORK IMPACTS TRANSIT SERVICE: MTS (BUS STOP) (619) 238-0100 EXT: 6451 MTS (TAXI ZONE/STREET TROLLEY LINES) (619) 255-2644 EXT: 595-4980			
PRINTED NAME: _____		ARE PARKING METERS PRESENT YES <input type="checkbox"/> NO <input type="checkbox"/>	
PHONE: _____ DATE: _____		APPROVED YES <input type="checkbox"/> NO <input type="checkbox"/>	
SIGNATURE: _____		APPROVED BY: _____ DATE: _____	
AGENT <input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> SIGN/BARRICADE CO. <input type="checkbox"/> OTHERS <input type="checkbox"/>			
COMMENTS: _____			

Insert
Drawing
Here

LEGEND

-  BUSINESS AREA
-  Traffic Barrier Type
-  Pedestrian Plaza Area
-  Temp. Outdoor Business
-  4' ADA Clear Path of Travel
-  Flashing or High Reflective Material
-  Light
-  Maintain 4FT Clearance to any Obstruction
-  NO BUSINESS AREA

NOTES:
- NO EXCAVATION DONE AS PART OF THIS PERMIT
- TYPE OF BARRIER USED (Explain Barrier Type): _____

	
TEMPORARY OUTDOOR BUSINESS EXPANSION ENCROACHMENT AGREEMENT	
Address: _____	
This temporary outdoor business expansion encroachment agreement is made by and between the City of San Diego, a Municipal Corporation [City] and the duly authorized representative of _____	
In consideration of the grant of permission by the City of San Diego to install and maintain the following temporary outdoor business expansion in the public right-of-way:	
Check box <input type="checkbox"/> Sidewalk Cafe on Sidewalk Check box <input type="checkbox"/> Pedestrian Plaza in Parking Space	
The temporary outdoor business expansion is further described in Exhibit A, incorporated by reference and attached hereto, over and across the public right of way ("ROW"). Applicant covenants and agrees with the City of San Diego as follows:	
(a) The temporary outdoor business expansion shall be installed and maintained in a safe and sanitary condition at the sole cost, risk, and responsibility of the Applicant.	
(b) The temporary outdoor business expansion shall not be placed in any manner that blocks or hinders access to a storm water drainage structure. The applicant shall keep the temporary outdoor business expansion free of debris and grime to prevent pollutants/contaminants from entering the adjacent storm drain system. The applicant shall control any non-storm water discharges from the facilities in accordance with Chapter 4, Article 3, Division 3 of the San Diego Municipal Code.	
(c) With respect to any liability, including but not limited to claims asserted, demands, causes of action, costs, expenses, losses, attorney fees, damages, expenses or payments that the City may sustain or incur in any manner for damages or injuries, including those to any person (including disability, dismemberment, illness, damages, or death) or property, arising from, related to, or resulting from the construction, maintenance, state of use, repair, or presence of the temporary outdoor business expansion, the Applicant agree to defend, indemnify, protect, and hold harmless the City, its agents, officers, and employees from and against any and all liability.	
(d) The Applicant's duty to defend, indemnify, protect and hold harmless shall not include any claims or liabilities arising from the sole or active negligence or willful misconduct of the City, its agents, officers, or employees. The indemnity coverage extended herein shall apply to the City only if its actions are deemed secondary and passive and the City was in no way actively negligent. Nothing contained in this section shall be construed to alter, modify or otherwise waive or affect the rights, remedies, contractual provisions, clauses, covenants or duties not expressly stated herein, all of which are reserved to the parties. Applicant further agrees to pay any and all costs the City incurs to enforce the indemnity and defense provision above.	
and that such entity is a valid, qualified corporation, limited liability company, partnership, or other unincorporated association in good standing in its home state and that such entity is qualified to do business in California	
_____ (Applicant Signature)	Permit No.: _____
_____ (Print Name & Title)	CITY OF SAN DIEGO APPROVED:
_____ (Company/Organization Name)	_____ (Engineer Signature)
_____ (Date)	_____ (Print Name)
	_____ (Date)


Sign Here



Create an OpenDSD Account

1

Review:


-  [Temporary Outdoor Business Permit Guidelines](#)
-  [Permit Application User Guide](#)

2

Download and complete two forms below:

-  [Temporary Outdoor Business Permit Application](#)
 -  [View Sample Application](#)
-  [Temporary Outdoor Business Expansion Encroachment Agreement](#)

3

[Apply for the permit](#) . You will be required to upload the completed documents from Step 2.

User Guide for a Temporary Outdoor Business Operation Permit

DEVELOPMENT SERVICES



Create an OpenDSD Account

aca.accela.com/SANDIEGO/Login.aspx

Apps 4. ROW Application... Street Resurfacing a... City Projects - Mora... Gmail Maps CITY OF SAN DIEG...

The City of **SAN DIEGO** OpenDSD
Development Services Department

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User Name or E-mail: Password: Login »

☐ Remember me on this computer I've forgotten my password New Users: Register for an Account

Please Login
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users
If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

Register Now »



Create an OpenDSD Account

The City of
SAN DIEGO

OpenDSD
Development Services Department

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Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

General Disclaimer

This website is intended for convenience and informational purposes only.

While we strive to ensure the accuracy, timeliness, and function of this website, the City of San Diego makes no representations or warranties regarding its content, condition, sustained performance, resistance and immunity to computer viruses or malware, or proprietary infringement.

☒ I have read and accepted the above terms.

Continue Registration »



Create an OpenDSD Account

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Account Registration Step 2:
Enter/Confirm Your Account Information

* Indicates a required field.

Login Information

Enter your User Name and Password. You must also enter a unique email address.

* User Name:

* E-mail Address:

* Password:

* Type Password Again:

* Enter Security Question:

* Answer:

Contact Information

Choose how to fill in your contact information.

[Add New](#)

[Continue Registration »](#)

Select Contact Type

* Type:

[Continue](#) [Discard Changes](#)

Contact Information

* Individual/Organization: Preferred Channel: Country:

* First: Middle: * Last:

* E-mail:

Home Phone: Mobile Phone: Work Phone: Fax:

Address Line 1:

Address Line 2:

City: State: Zip:

[Continue](#) [Clear](#) [Discard Changes](#)



Your account has been created successfully. You can login immediately using your User Name and Password



Sign on and Apply

1.

User Name or E-mail: Password: [Login »](#)

☐ Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

2.

[Home](#) [DSD Permits](#) [DSD Code Enforcement](#)

[Create an Application](#) [Search Applications](#)

[Records](#)

3.

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Online Application

Welcome to the City of San Diego OpenDSD system. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
This website is intended for convenience and informational purposes only.

While we strive to ensure the accuracy, timeliness, and function of this website, the City of San Diego makes no representations or warranties regarding its content, condition, sustained performance, resistance and immunity to computer viruses or malware, or proprietary infringement.

☒ I have read and accepted the above terms.

[Continue Application »](#)



Select Traffic Control Permit

- ▶ Simple Permit - No-Plan
- ▶ Residential Solar Photovoltaic
- ▼ Use
 - ☐ Newsrack Permit
 - ☒ Traffic Control Permit
 - ☐ Transportation Permit
- ▶ PTS

Continue Application »



Create an Application

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Traffic Control Permit

1 Intake

2 Review

3 Submitted

Step 1: Intake > Page 1/4

Please attach all relevant documentation.

* indicates a required field.

Attachment

To upload attachments:

1. Click Add to start the process
2. Click Add for each file to upload
3. Click Continue when done
4. Click Save after entering any additional information

The Last Update columns will say Pending until all attachments have been uploaded.

The maximum file size allowed is 100 MB.
PDF is the only allowed file type to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Save and resume later

Continue Application »



Add the Two Documents

File Upload

The maximum file size allowed is 400 MB.
PDF is the only allowed file type to upload.

Temp Outdoor Business Application.pdf	100%
Traffic Control Plan.pdf	100%

ContinueAddRemove All[Cancel](#)

Select Document Type

*Type:

--Select--

- Letter of Coordination
- Multiple Location List
- Other
- Photo
- Right of Way Permit
- Temp Outdoor Business Application
- Traffic Control Application (Form DS-269)
- Traffic Control Plan
- Traffic Control Plan Redlines

**NOTE:**

- Applications - **Select Temp Outdoor Business Application**
- EMRA – **Select Other**

The maximum file size allowed is 400 MB.
PDF is the only allowed file type to upload.

✓ Attachment removed successfully.

Name	Type	Size	Latest Update	Action
No records found.				

*Type:

Temp Outdoor Business Application

File:

Temp Outdoor Business Application.pdf

100%

*Description:

Temp Outdoor Business Application

*Type:

Traffic Control Plan

File:

Traffic Control Plan.pdf

100%

*Description:

Temp Outdoor Business Plan Set Up

Save Add Remove All



Review and Continue Application

Home **DSD Permits** DSD Code Enforcement

Create an Application Search Applications



The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Traffic Control Permit

1 Intake

2 Review

3 Submitted

Step 1: Intake > Page 1/4

Please attach all relevant documentation.

* indicates a required field.

Attachment

To upload attachments:

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2. Click Add for each file to upload
3. Click Continue when done
4. Click Save after entering any additional information

The Last Update columns will say Pending until all attachments have been uploaded.

The maximum file size allowed is 400 MB.
PDF is the only allowed file type to upload.

Name	Type	Size	Latest Update	Action
Temp Outdoor Business Application.pdf	Temp Outdoor Business Application	168.17 KB	07/10/2020	Actions ▼
Traffic Control Plan.pdf	Traffic Control Plan	1.28 MB	07/10/2020	Actions ▼

Add

Save and resume later

Continue Application »



Now, Input only the Address Number, Street Name and Street Type

Step 1: Intake > Page 2/4

As the applicant, please provide your contact details and the location where the work will be performed.

* indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Add New

Address

Please use the fields below to search for the address where work will be performed.

Street No.:

Direction:

--Select--

* Street Name:

Street
Suffix:

--Select--

Street Type:

--Select--

Search

Clear



Development Services Department

Parcel No. and other info will self-populate

Address

Please use the fields below to search for the address where work will be performed.

Street No.: 1222	Direction: --Select--	*Street Name: 01st	Street Suffix: --Select--	Street Type: Av
Unit Type: --Select--	Unit No.: 			
City: San Diego	State: CA	*Zip: 		
Longitude: -117.163345	Latitude: 32.718317			

Search **Clear**

Parcel

Based on the address provided, the following Parcel number has been determined.

* Parcel Number:
533-433-2800

Legal Description:
BLK 1 ST CLSD&BLKS 13 THRU 158.

Parcel Area: 6551.83	Land Value: 0
Improved Value: 0	Exemption Value: 0

Search **Clear**



Add Yourself as the Permit Holder and Inspection Contact

Permit Holder

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Add New

Inspection Contact

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Add New



Tag the Permit Type and select parking lane and/or sidewalk

--Select--
Temporary - Pedestrian Plaza in Parking Space
Temporary - Sidewalk Cafe
Public Improvement Project
Building Construction Project
Other Work

Application Information

TRAFFIC CONTROL PMT SPECIFIC

*Traffic Control Permit Type: Temporary - Sidewalk C

TCP:

ACTIVITY TYPE

Street Closure:	<input type="checkbox"/>	Travel Lane Closure:	<input type="checkbox"/>
Turn Lane Closure:	<input type="checkbox"/>	Parking Lane Closure:	<input checked="" type="checkbox"/>
Bike Lane Closure:	<input type="checkbox"/>	Sidewalk Closure:	<input checked="" type="checkbox"/>
Pedestrian Barricade:	<input type="checkbox"/>	Detour:	<input type="checkbox"/>
Flagging:	<input type="checkbox"/>	Bus Stops:	<input type="checkbox"/>
Dumpster:	<input type="checkbox"/>	Trenching:	<input type="checkbox"/>
Parking Meters:	<input type="checkbox"/>	Fiber Optic:	<input type="checkbox"/>
Other:	<input type="checkbox"/>	Other Description:	<input type="text"/>

STREET CLASSIFICATION

Expressway:	<input type="checkbox"/>	Six-lane Primary Arterial/Major St.:	<input type="checkbox"/>
Four-lane Major Street:	<input type="checkbox"/>	Four-lane Collector:	<input type="checkbox"/>
Three-lane Collector:	<input type="checkbox"/>	Two-lane Collector:	<input type="checkbox"/>
Cul-De-Sac:	<input type="checkbox"/>	Local Residential:	<input type="checkbox"/>
Alley:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Other Description:	<input type="text"/>		

[Save and resume later](#) [Continue Application >](#)



Continue Application

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Traffic Control Permit

1 Intake

2 Review

3 Submitted

Step 2: Review

[Save and resume later](#) [Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Traffic Control Permit

Attachment



Done!

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Traffic Control Permit

1 Intake

2 Review

3 Submitted

Step 3: Submitted



Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is PMT-3071830.

You will need this number to check the status of your application or to schedule/check results of inspections. Your project will now be set up and you will be notified once the review has been completed, applicable fees have been assessed or permit issuance has been processed.

Choose "View Record Details" to Schedule Inspections, check status, or make other updates.

[View Record Details »](#)

NOTE: Your permit will be reviewed in the order received. DSD staff will contact you if changes to the proposed plan are required.

Guidelines for Public Safety

- Expansion is only allowed into existing parking spaces. **DO NOT BLOCK RED-PAINTED CURBS**
- The business expansion shall not encroach within 2 feet of the travel lane.
- The installation of a visible and tactile edge, pursuant to Americans with Disabilities Act Guidelines, is required.
- Canopies or umbrellas may be used in conjunction with an outdoor business expansion, but shall not be used as a permanent roof or shelter over the sidewalk cafe area.
- A clear path, free of all obstructions to the flow of pedestrian traffic, shall be provided in the public right-of-way and shall be maintained at all times.
- The clear path shall be a paved sidewalk that is at least 4 feet wide.
- Items placed in the street parking lane shall not be placed in any manner that blocks or hinders access to a stormwater drainage structure.
- If you see something that looks **UNSAFE**, say something and report it.





Questions?

NEED HELP? CONTACT US.

TemporaryOutdoorPermit@san Diego.gov



Additional Outside Agency Requirements

ABC-218 CV19 Instructions | Alcoholic Beverage Control

Purpose of a COVID-19 Temporary Catering Authorization. The COVID-19 Temporary Catering Authorization is intended to assist qualified hospitality businesses with reopening in a manner that is consistent with local and state health and safety directives.

www.abc.ca.gov

<https://www.abc.ca.gov/abc-218-cv19-instructions/>

State of California SUPPLEMENTAL DIAGRAM

State of California Department of Alcoholic Beverage Control Gavin Newsom, Governor . SUPPLEMENTAL DIAGRAM . Instructions to Applicant: Draw a sketch of the area on which the licensed premises is or will be located Show adjacent structures and nearest cross streets. If this is an event for a daily license, catering authorization

www.abc.ca.gov

<https://www.abc.ca.gov/wp-content/uploads/forms/ABC218CV19.pdf>

COVID-19 Temporary Catering Authorization Application (ABC-218 CV19)

Department of Alcoholic Beverage Control . State of California . COVID-19 TEMPORARY CATERING AUTHORIZATION APPLICATION. Before completing this application, please review Form ABC-218 CV19 Instr. for important

www.abc.ca.gov

<https://www.abc.ca.gov/wp-content/uploads/forms/ABC253.pdf>