



Fees, Process, and Submittal Requirements for Encroachment Permit for Sidewalk Dining Facilities/Improvements in the Public Right-of-Way

Governing Municipal Code:

Redondo Beach Municipal Code Title 3 Public Safety; Chapter 14 Encroachment Permits; § 3-14.03 Encroachment Permit for “...improvement in the public right-of-way wishing to occupy said right-of-way...”.

The City Engineer and Community Development Director jointly serve as “Permit Administrator” for “Encroachment Permits” issued for the development/provision of “sidewalk dining” facilities/improvements within the public right-of-way and shall be issued at their sole discretion or their designee(s). Responsible agencies also include the City of Redondo Beach’s Police Department, Fire Department, Risk Management, and California State ABC.

Any such Sidewalk Dining Permit application shall be subject to an annual fee (after the first year of operation for projects with improvements) or upon issuance (for projects with no improvements) as established by resolution of the City Council in addition to plan check and inspection fees as required below.

Public Works Department Fee Schedule:

Engineering Plan Check Fee (Due at issuance):	\$ 236/Per Plan Check
Encroachment Permit Fee (Due at issuance):	\$ 80
Engineering Inspection (Due at issuance):	\$ 278 min-\$ 139/Per Inspection
Engineering Deposit (Due at issuance):	\$ 1,000
Sidewalk Dining Annual Fees:	
Tier 1 (Alcohol)	\$ 12/SF
Tier 2 (No Alcohol)	\$ 6/SF
Deposit	10% of valuation or cost to remove improvements; \$1,000 minimum (Tier 1 & 2)

Community Development Department Fee Schedule:

Planning Division Plan Check Fee (Due at issuance):	\$ 220
Planning Division “Field Re-Inspection” Fee (Due issuance):	\$ 220
Building Division Plan Check Fee (NA):	NA
Building Division Permit intake and routing fee (Due at issuance):	TBD

Total Fee Estimates for Sidewalk Dining Plan Check/Permit/Inspection (based on 2 rounds of plan check) (does not include Engineering Deposit or Building Division Permit intake and routing fee): \$ TBD*

***All Public Works – Engineering fees are currently suspended. Only Planning fees will be charged.**

The above fee schedule is an estimate and can vary based upon the scope and complexity of the actual project. **The above fee schedule estimate does not include a license fee for the ongoing use of Public Right-Of-Way beyond the initial one (1) year term for projects with improvements. This annual license fee has yet to be determined.**

The City of Redondo Beach may find it necessary to request additional information after initial review and issuance of the Engineering Permit-Encroachment Permit for Sidewalk Dining Facilities/Improvements within the Public Right-Of-Way.

Process Summary and Schedule for Sidewalk Dining Encroachment Permit Review and Issuance:

- 1. Initial inquiries should be made concurrently through the Planning Division and Engineering Division. Primary initial contact is the City’s Planning Manager, Sean Scully and City’s Civil Engineer, Lauren Sablan.**
 - a. Email: sean.scully@redondo.org; lauren.sablan@redondo.org
 - b. Phone: 310-318-0637; (310) 318-0661
- 2. The Planning Division and Engineering Division will provide the initial guidance. The City will provide:**
 - a. Fees and Submittal Requirements for Sidewalk Dining Informational Bulletin
 - b. “Exhibit A” Encroachment Permit for Sidewalk Dining
 - c. “Engineering Permit” Application (Example) (Actual “Engineering Permit” must be obtained at the Public Works Department – Engineering Services Division)
 - d. Insurance Requirements
 - e. RBMC Title 3 Chapter 14 Encroachment Permits
- 3. Schedule a consultation with Public Works Department to confirm plan details and requirements, conceptual design, and obtain “Engineering Permit Application” and specific Insurance Requirements.**

4. **With completed applications (Exhibit “A” and “Engineering Permit Application”), required fees (final amount to be determined at time of submittal), insurance/indemnifications, five (5) sets of complete plans (see 4. below for plan requirements), submit to the Community Development Department, Building Division.**
 5. **Plans routed:**
 - a. Building/Planning Division
 - b. Engineering Division
 - c. Fire Department
 - d. Police Department
 - e. Risk Management
 6. **Review schedule:**
 - a. Initial plan review: 6 weeks
 - b. Additional plan reviews: 2 weeks per
 7. **Approval/Issuance:**
 - a. Community Development Director/City Engineer/Chief of Police
 - b. Proof of CA State ABC approval (if applicable)
-

Submittal Requirements for an “Encroachment Permit” for the development/provision of “sidewalk dining facilities” (improvements) within the public right-of-way:

TIER 1 – Alcohol

1. Completed “Engineering Permit” application, attached.
2. All required fees, insurance, and indemnifications.
 - a. All permit requirements and conditions as stipulated per § 3-14.03 Encroachment Permit and herein apply (§ 3-14.03 Encroachment Permit attached).
 - b. Insurance must be specific to the use of the ROW for sidewalk dining.
3. Proof of CA State ABC notification and demonstration of compliance with all applicable ABC regulations for serving alcohol outdoors is required prior to issuance of Encroachment Permit (if applicable).
4. Submit Five (5) sets of fully dimensioned and scaled plans that includes the following information.
 - a. Foot print and floor plan of subject business.
 - b. Foot print of businesses immediately adjacent to subject business.
 - c. Site plan with surveyed property line and all existing and proposed improvements in the Right-Of-Way.
 - d. Elevations.
 - e. Sections.
 - f. Details and engineering calculations (if applicable).
 - g. Specifications of the following:

- i. Pavers to match the projects on Catalina Ave. (Riviera Village area only)
Construction details per paver manufacturer's and City's requirements.
 - ii. Sidewalk cross slope shall be 2%, and the running slope shall match existing slope (per SPPWC).
 - iii. Provide positive drainage for the area.
 - iv. Provide tree well with pull boxes and conduits for up lights, street lights (2- 2" dia. And 1-3" dia. PVC, schedule 80 for the whole length of frontage, terminated at pull boxes), up lights, and tree (species as determined by Urban Forestry Manager).
 - v. Provide irrigation line and power for tree well as required (verify with Urban Forestry Manager).
 - vi. Provide 7' wide continuous pedestrian path of travel for sidewalk.
 - vii. Provide concrete edge restraint between existing concrete sidewalk and new paver sidewalk (6" wide, 12" deep).
 - viii. All work shall comply with ADA, CBC, and SPPWC standards and requirements.
- h. Curb, gutter, sidewalk, parking stalls, landscaping, street furniture, and street geometrics (pavement markings and striping) to the centerline fronting subject business and the businesses immediately adjacent to the subject business.
 - i. Include property line.
 - ii. Note distance to nearest intersection.
 - iii. A topographic survey of the project sidewalk area with existing utilities, grading, structures, street hardscape and landscape, etc. including areas 25' beyond the project limit.
 - iv. All existing private improvements located within the Right-Of-Way must be identified.
 - v. All existing street furniture/infrastructure, underground utilities, landscaping, improvements, and pavement markings/striping must be included on site plan.
 - 1. All subsurface utilities: Gas, water, electrical, sewer, drain, etc.
 - 2. Provide cross sections of sidewalk dining area perpendicular (to store front) and parallel to curb.
 - a. Cross sections shall provide all proposed furniture and flooring/grade elements/materials with linear distances and heights dimensioned.
 - vi. All proposed tables, chairs, decking/flooring, umbrellas, and railings, lighting and heating, and any other proposed fixtures/furniture shall be included on plan.
 - 1. Provide details for anchoring and attaching/mounting to the ground, any furniture or decking/flooring and all fixtures.

- vii. Identify any awnings or similar features existing and proposed within the right-of-way (separate building permit may also be required.)
 - 1. Awnings (or similar feature) may not extend past the limits of the dining area.
 - 2. Awnings (or similar feature) may not be supported by posts (anything) in the PROW with exception of an existing roof overhang already in the PROW.
 - 3. Awnings (or similar feature) may not contain any utilities (electrical, water for misters or irrigation).
 - 4. Nothing may be hung from the awning (or similar feature).
 - 5. No part of the awning (or similar feature) shall be less than 8 feet off the deck or sidewalk directly below it.
- viii. Topographic and drainage details to ensure sidewalk dining area does not obstruct impede existing drainage facilities.
- ix. Aisle width details for maintaining required path of travel on sidewalk.
 - 1. A minimum 7' wide clear path of travel must be provided on adjacent sidewalk.
- x. Business operations statement that includes sidewalk dining service menu, planned number of employees for servicing sidewalk dining area and hours of operations for indoor and outdoor areas.
 - 1. Include any plans for outdoor entertainment.
- i. Include photos of the existing site conditions fronting your business and immediately adjacent businesses.
- 5. Pay all fees (Encroachment Permit, plan check, inspections, and insurances); payable to the City of Redondo Beach either by check, money order, or Visa/MC. (See "Fee Schedule" herein).
- 6. Submit all of the above items to the Public Works Department, Engineering Division at 415 Diamond Street, Redondo Beach, CA 90277.
- 7. Upon notification that the Encroachment Permit has been approved the applicant must return to the City to pay inspection and permit issuance fees.
 - a. The following City of Redondo Beach Departments will be required to approve an Encroachment Permit for Sidewalk Dining prior to its issuance: Risk Management, Community Development, Engineering, and Police.
 - b. Proof of CA State ABC approval is required prior to issuance.

TIER 2 – No Alcohol

- 1. Completed "Engineering Permit" application, attached.
- 2. All required fees, insurance, and indemnifications.
 - a. All permit requirements and conditions as stipulated per § 3-14.03 Encroachment Permit and herein apply (§ 3-14.03 Encroachment Permit attached).
 - b. Insurance must be specific to the use of the ROW for sidewalk dining.

3. Submit Five (5) sets of fully dimensioned and scaled plans that includes the following information.
 - a. Foot print and floor plan of subject business.
 - b. Foot print of businesses immediately adjacent to subject business.
 - c. Photographs with note “No changes to storefront elevations.”
 - d. Curb, gutter, sidewalk, parking stalls, landscaping, street furniture, and street geometrics (pavement markings and striping) to the centerline fronting subject business and the businesses immediately adjacent to the subject business.
 - i. Include property line.
 - ii. All existing private improvements located within the Right-Of-Way must be identified.
 - iii. All existing street furniture/infrastructure, underground utilities, landscaping, improvements, and pavement markings/striping must be included on site plan.
 1. All subsurface utilities: Gas, water, electrical, sewer, drain, etc.
 2. Provide cross sections of sidewalk dining area perpendicular (to store front) and parallel to curb.
 - a. Cross sections shall provide all proposed furniture and flooring/grade elements/materials with linear distances and heights dimensioned.
 - iv. All proposed tables, chairs, decking/flooring, umbrellas, and railings, lighting and heating, and any other proposed fixtures/furniture shall be included on plan.
 1. Provide details for anchoring and attaching/mounting to the ground, any furniture or decking/flooring and all fixtures.
 - v. Identify any awnings or similar features existing and proposed within the right-of-way (separate building permit may also be required.)
 1. Awnings (or similar feature) may not extend past the limits of the dining area.
 2. Awnings (or similar feature) may not be supported by posts (anything) in the PROW with exception of an existing roof overhang already in the PROW.
 3. Awnings (or similar feature) may not contain any utilities (electrical, water for misters or irrigation).
 4. Nothing may be hung from the awning (or similar feature).
 5. No part of the awning (or similar feature) shall be less than 8 feet off the deck or sidewalk directly below it.
 - vi. Aisle width details for maintaining required path of travel on sidewalk.
 1. A minimum 7’ wide clear path of travel must be provided on adjacent sidewalk.

- vii. Business operations statement that includes sidewalk dining service menu, planned number of employees for servicing sidewalk dining area and hours of operations for indoor and outdoor areas.
 1. Include any plans for outdoor entertainment.
 - e. Include photos of the existing site conditions fronting your business and immediately adjacent businesses.
4. Pay all fees (Encroachment Permit, plan check, inspections, and insurances); payable to the City of Redondo Beach either by check, money order, or Visa/MC. (See “Fee Schedule” herein).
5. Submit all of the above items to the Public Works Department, Engineering Division at 415 Diamond Street, Redondo Beach, CA 90277.
6. Upon notification that the Encroachment Permit has been approved the applicant must return to the City to pay inspection and permit issuance fees.
 - a. The following City of Redondo Beach Departments will be required to approve an Encroachment Permit for Sidewalk Dining prior to its issuance: Risk Management, Community Development, Engineering, and Police.

Renewals:

Within 30 days of the expiration of the Encroachment Permit, the applicant must return to the City to apply for a renewal, and bring the following (renewal is subject to City Council extending this “program”):

1. Five (5) copies of site plan (If different from original submittal).
2. Current or recently expired Engineering Permit-Encroachment Permit for Sidewalk Dining in the Public Right-of-Way.
3. Renewal fees by money order, check, Visa or MC (See Fee Schedule, subject to change per City Council).
4. Renewal application and proof of current insurance and indemnifications consistent with applicable requirements.

Suspension, Modification, Revocation, and Cessation-Termination:

The Sidewalk Dining Permit and Engineering Encroachment Permit for work and improvements within the public right-of-way may be suspended, modified, or revoked at any time by the Community Development Director or Public Works Director for non-compliance with Permit conditions and/or operation of the sidewalk dining area in a manner that constitutes a public nuisance, public safety problem or violation of any laws, ordinances, policies or regulations. The permittee shall take immediate action (within 30 days) to correct any violations and shall discontinue use and restore the permit area to a condition as determined by the City, upon notice from the City.

Upon voluntary cessation/termination of the sidewalk dining facilities said facilities and all associated improvements, as determined by the City, in support of the permit shall be restored to a condition as determined by the City at the sole expense of the permittee.

Attachments:

- “Exhibit A” Encroachment Permit for Sidewalk Dining;
- “Engineering Permit” Application (Example) (Actual “Engineering Permit” must be obtained at the Public Works Department – Engineering Services Division);
- Insurances/Indemnifications Requirements;
- RBMC Section 3-14.03 Encroachment Permit.