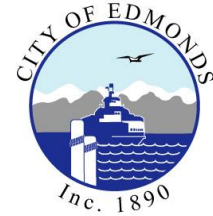


# City of Edmonds Development Information



## Bistro Sidewalk Dining

### Street Use Permit

**Bistro Dining, herein referred to as “Sidewalk Dining” located in the Right of Way is regulated under Edmonds Community Development Code (ECDC) Chapter 18.70 Street Use and Encroachment Permits; and Chapter 17.70.040 Bistro and Outdoor Dining.**

**Sidewalk Dining:** A regulated Sidewalk Dining area is that portion of the public right of way located adjacent to the frontage of a food or beverage service establishment where table service is provided and alcohol may be served exclusively to patrons of said establishment. Alcohol service is subject to Washington State Liquor and Cannabis Control Board (WSLCCB) licensing requirements.

**Exempt:** *Chairs, tables etc. in the right of way available to the general public are regulated under a separate Street Use permit process. Sidewalk Dining requirements do not apply.*

### **SIDEWALK DINING FEES:**

**Street Use Permit:** Permit Fee + City Surcharge (One Time Fee)

**Monthly Right-of-Way Use Fee:** Fee per sq. ft. + Leasehold Tax

**Annual Permit Renewal Fee:** Payable each year at the onset of Sidewalk Dining

Please see [Fee Schedule](#) for complete list of fees.

**Monthly Right of Way Use fees will be assessed for months of actual use when the following conditions are met:**

- A Street Use permit for Sidewalk Dining has been issued.
- Annual Sidewalk Dining Fee/Renewal fee has been paid.
- A current copy of a Certificate of Insurance is on file with the City

**For efficiency in permit processing, it is encouraged to make payments in increments of three or more months at a time.**

## **SUBMITTAL REQUIREMENTS:**

1. **Completed Street Use Application:** See handout E75 Street Use.
2. **Scaled Site Plan:** Show the proposed sidewalk dining area and surrounding site features. The site plan shall include the following:
  - a. Dining furniture, tables, chairs and any other objects within the proposed dining area.
  - b. Location of barriers. Show the number and note the type of barriers to be used.
    - i. Stanchions and rope barriers: Stanchions shall be a minimum of 36" in height, or as dictated by the WLCCB when serving alcohol, with solid base for stability. Note height on plan.
    - ii. Painted demarcation barriers: Blue painted circles shall be 6" in diameter and spaced a maximum of 10 feet apart with all corners of the dining area marked. A paint template and paint specifications will be provided by the City after permit issuance.
  - c. Existing site features (i.e. doors leading into the business, trees and tree grates, planters, signs, poles, utility appurtenances, fire hydrants, etc.) and also road and sidewalk features (i.e. driveways, alleys, ramps, curbing, etc.) within 15 lineal feet in either direction of the proposed dining area.
3. **Copy of Certification of Insurance:** See handout E75 Street Use.
  - a. City of Edmonds requires insurance coverage of a minimum of \$300,000, Personal Injury and \$100,000 Property Damage.
  - b. City of Edmonds must be named as an additional insured.
  - c. Name of business and address of location of use must be included on certificate.

## **REVIEW CRITERIA:**

Sidewalk Dining proposals shall be reviewed for compliance with Street Use permit requirements and the conditions outlined below:

1. The applicant shall be the owner or occupant of the adjacent property and operate a food service establishment on this property.
2. Sidewalk dining area shall be limited to the portion of sidewalk directly adjacent to the business frontage.

3. Sidewalk dining area shall be defined using approved barrier types.
4. Tables shall only be served from within the barriers.
5. There shall be a single opening, maximum width of 10 feet, through the barrier for customer entry.
6. Sidewalk dining area shall be located a minimum of 5 feet from alleys, bus zones, parking zones, commercial loading zones, and other similar transportation areas. A clear zone shall be maintained on public sidewalks or walkways.
  - a. A clear zone refers to an area seven feet in height and five feet in width providing a level, safe walking surface along the public sidewalk.
  - b. Clear zone shall be measured from the outermost edge of any temporary object or barrier that defines the dining area to the edge of the sidewalk (not including the street curb) or to any other site feature in the vicinity of the dining area.
  - c. Clear zones shall not include any curbing, planting strips, or ramps.
7. All furniture and barriers shall be of a temporary nature and shall not be bolted or in any other manner permanently affixed to the sidewalk or building. Paint demarcations are considered temporary for the purpose of sidewalk dining.
8. Barriers, with the exception of paint demarcations, shall be removed from the right of way at the close of business.
9. All furniture projecting more than 36 inches into the right of way shall be removed each day at the close of business.

**Additional Information and Requirements:**

E75 Street Use Permit Requirements

**Attachments:**

Renewal Agreement

Example Sidewalk Dining Plan

**Note: This information should not be used as a substitute for City codes and regulations. The Edmonds Community Development Code (ECDC) may be viewed at [www.edmondswa.gov](http://www.edmondswa.gov). The applicant is responsible for ensuring compliance with the fees and regulations that are applicable at the time of submittal. If you have a specific question about a certain aspect of your project, or to submit current insurance information, please email the Engineering Division at [engineeringpermits@edmondswa.gov](mailto:engineeringpermits@edmondswa.gov). Please note that other local, state, and/or federal permits or approvals may be required.**

# City of Edmonds

## Bistro Dining Annual Renewal



To renew your bistro sidewalk dining permit please provide the following to the city:

1. This form completed and signed
2. A copy of your current Certificate of Insurance
3. Annual Renewal Fee of \$30
4. Right of way monthly use fee (paid in advance for 3 or more months is preferred)

**Please note: If there are any changes from your originally approved site plan (i.e. change of barrier type, size of dining area, etc.), a revised site plan shall also be submitted for review.**

**Business Name** \_\_\_\_\_ **Street Use Permit Number** \_\_\_\_\_

**Site Address** \_\_\_\_\_

**Business Owner Name** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **Email** \_\_\_\_\_

**Bistro Sidewalk Dining Area (SF)** \_\_\_\_\_ **Monthly Use Fee** \_\_\_\_\_

**I understand and agree to comply with the Edmonds Community Development Code as it pertains to Bistro Dining (ECDC 18.70.030).**

\_\_\_\_\_  
*Business Owner Signature*

\_\_\_\_\_  
*Date*

Monthly Use Fees are determined as follows:

Base Fee = Square footage \_\_\_\_\_ x \$ 0.50 = \_\_\_\_\_

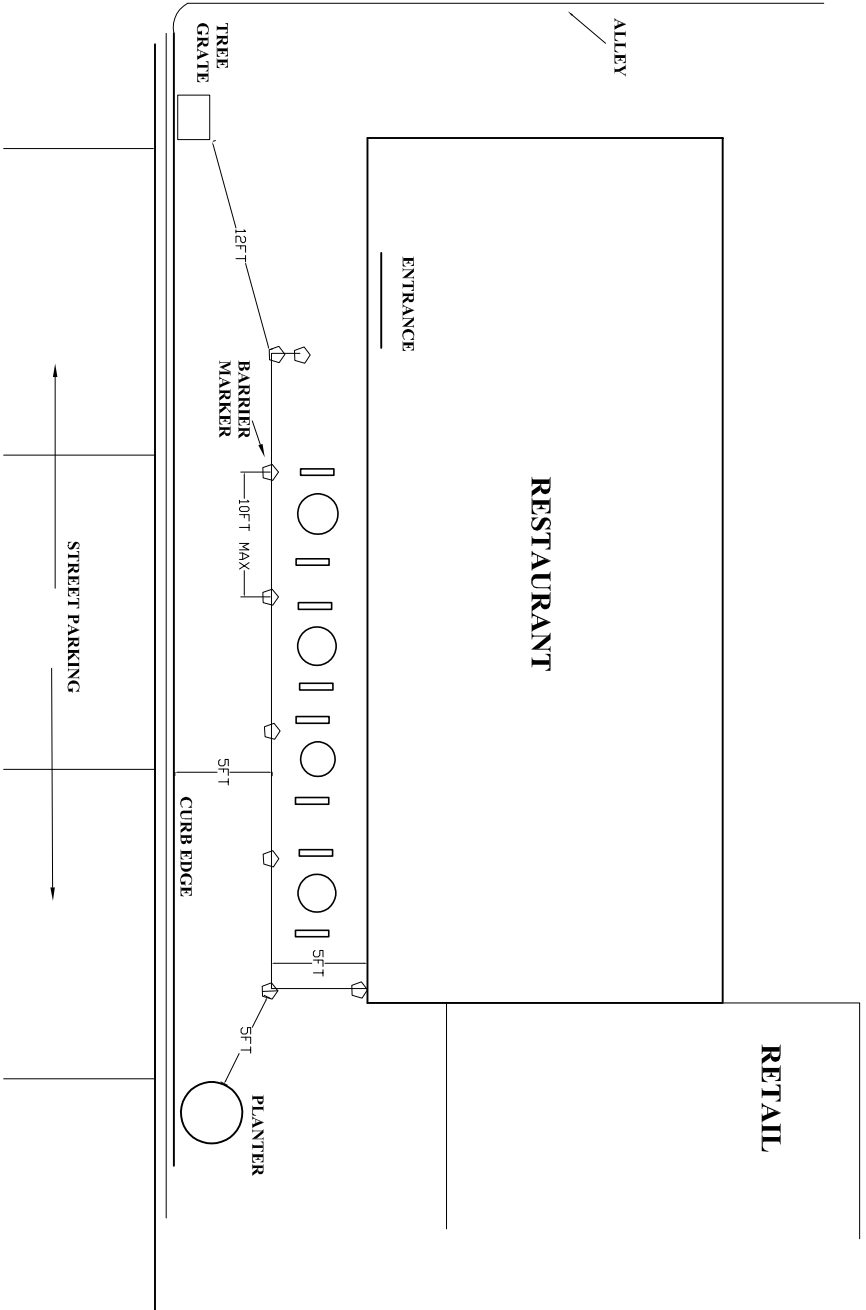
Leasehold Tax = Base Fee \_\_\_\_\_ x 12.84% = \_\_\_\_\_

Monthly Fee = Base Fee + Leasehold Tax = \_\_\_\_\_

**If you have a specific question about a certain aspect of your project, or to submit current insurance information, please email the Engineering Division at [engineeringpermits@edmondswa.gov](mailto:engineeringpermits@edmondswa.gov).**

**RESTAURANT**  
**123 MAIN ST.**  
**OWNER: JANE SMITH**  
**PHONE: 425-XXX-XXXX**  
**DATE: 5-15-20**

# EXAMPLE SIDEWALK DINING SITE PLAN



**MAIN STREET**

**SCALE: 1/10**