



## Curb/Sidewalk Café Encroachment Permit Guide

Submit your permit application online at  
<https://chulavistaca.seamlessdocs.com/sc/formcenter/curbcafe>

### Part 1: Plan Requirements

*An electronic exhibit (minimum 11" x 17"; maximum 18" x 24"), drawn to scale, detailing encroachment area and including the following minimum details must be attached to your online application:*

1. **Development Summary:** Provide the following information in table format on the first page of the plans.
  - a) A bullet point narrative that details the project's complete scope of work, including all existing and proposed improvements.
  - b) The Project Team. List the name and phone number of all consultants including engineers, architects, designers and contractors.
  - c) Total square footage of the curb/sidewalk café.
2. **Vicinity Map:** A vicinity map specifies the location of a proposed project in relation to major streets in the area. It is not required to have this map drawn to scale, but it should be proportional. Show at least two major cross streets and all other roadways leading to the site.
3. **Site Plan:** The plans must be fully dimensioned and include the following information:
  - a) Show the adjacent street-level business owner's name, address and name of business.
  - b) City of Chula Vista Business License Number. If you do not know your business license number, you may [look it up online here](#).
  - c) Street, curb, sidewalk, property lines and all existing/proposed improvements in the sidewalk area within 15 feet of the proposed curb/sidewalk café.
  - d) The right-of-way lines completely labeled and dimensioned.
  - e) The location and dimensions of the proposed curb/sidewalk café.
  - f) Existing right-of-way improvements such as curb, sidewalk, trees, light posts, fire hydrants, water meters, vaults, etc.
  - g) Dimensions of the distance between any obstruction (parking meters, lights, signs, mailboxes, fire hydrants, trees, tree grates, etc.) in the sidewalk area to the entrance of the proposed curb/sidewalk café. A minimum distance of five (5) feet is required for pedestrian traffic.
  - h) North arrow and scale.



4. **Elevation Plan:** This is a dimensioned drawing of the proposed curb/sidewalk café as seen from the sidewalk. Include the following information on the elevation drawing:
  - a) Height of the curb/sidewalk café.
  - b) Height of any enclosure (maximum height of three (3) feet in height).
  - c) Description of furniture to be used in the curb/sidewalk café.

## Part 2: Design Details

*Provide connection details representative of the framing and support elements used in the engineering of the structural system of the project. The connection details should include connection for all structural elements such as platform, benches, umbrella, and barrier. The platform structure and permanently attached structures shall be designed by a licensed Architect or Engineer.*

1. **Live Load:** Curb/Sidewalk Cafés that are elevated to be level with the sidewalk will have to meet the minimum distributed live loads.
2. **Accessibility:** All curb/sidewalk cafés must maintain accessibility to individuals with disabilities per the Americans with Disabilities Act Accessibility Guidelines (ADAAG). Persons in wheelchairs must be able to enter into and access all the primary features of the curb/sidewalk café.
3. **Design:** Dining area barriers shall be visually appealing and shall define and separate the dining area from the public sidewalk.
4. **Sectional Fencing:** Sectional Fencing (generally defined as rigid fence segments that can be attached together to create a unified fencing appearance) is the most desirable solution for outdoor seating areas using barriers. Sectional fencing must be of metal (aluminum, steel, iron, or similar) or of wood construction and must be of a color (either painted or stained).
5. **Height:** The barrier must measure between 36 inches and 48 inches, with the exception of planters. Planters' height may vary, but in all cases must not exceed a maximum of 8 feet from sidewalk to top of plant materials. All planters must have plants contained within them. All dying plant material shall be immediately replaced.

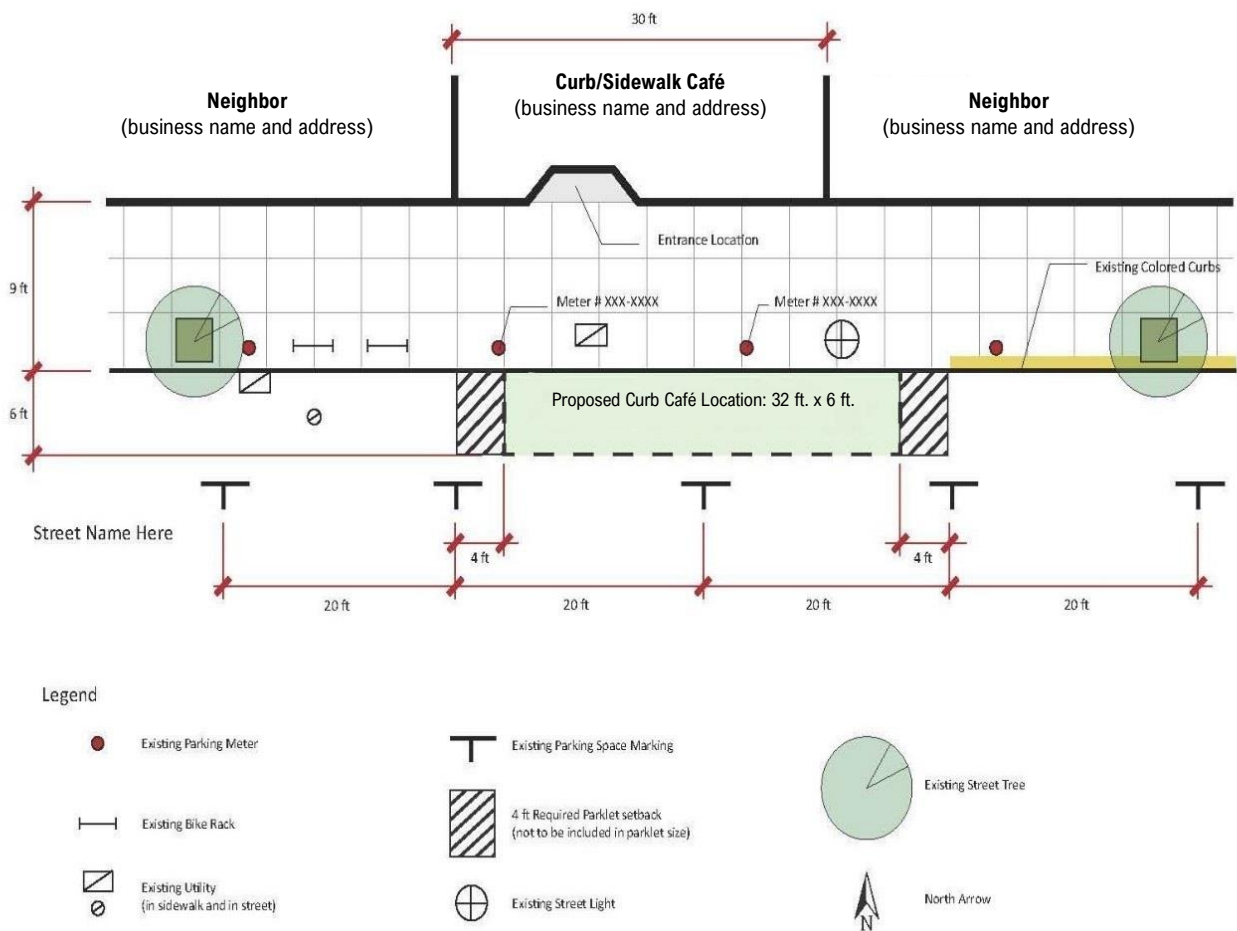




**6. Minimum Access Width:** Opening to access to the curb/sidewalk café must measure a minimum of 48 inches in width and must be designed and constructed in compliance with ADA requirements.

Please note that the outdoor dining area is for furnishings (e.g. tables, chairs) and fixtures (e.g. heaters and umbrellas) only. Other appurtenances or furnishings are not permitted within this area. Furniture and fixtures must not be secured to trees, lamp posts, street signs, hydrants, or any other street infrastructure by means of ropes, chains or any other such devices. All furniture and fixtures must be maintained in good visual appearance, without visible fading, dents, tears, rust, corrosion, or chipped or peeling paint. For more information please [refer to the Third Avenue Village Outdoor Dining Design Guidelines](#) that provide further details.

*Pictured below: Example Site Plan*





### Part 3: Design Guidelines

*The following is a list of recommended guidelines to assist applicants in the preparation of Curb/Sidewalk Café proposals:*

1. No curb/sidewalk café component should weight more than 200 pounds per square foot.
2. Bolting the structure into the street or penetrating the surface of the road in any way is not allowed.
3. Bolting the platform to the curb is permitted when a restoration plan is included along with the application, and a performance bond is provided by the curb/sidewalk café sponsor.
4. Directly pouring concrete platforms onto the roadway is not permitted.
5. Loose materials such as sand or stone are not permitted on the curb/sidewalk café.
6. Curb/sidewalk cafés cannot impede the flow of curbside drainage.
7. Curb/sidewalk cafés should not be constructed over utility access panels, manhole covers, storm drains, or fire hydrant shut-off valves.
8. Curb/sidewalk cafés must be designed and constructed in a manner that provides access for maintenance (e.g., clearing debris).
9. Curb/sidewalk cafés must comply with Americans with Disabilities Act (ADA) design standards including, but not limited to, providing accessible entry and accessible path of travel.
10. Continuous opaque walls or fences surrounding the curb/sidewalk café above 42 inches in height that block the view into the curb/sidewalk café are not allowed.
11. Self-contained low-voltage lighting systems, such as solar or battery-powered lights are recommended. Flashing lights and electrical cords that extend over the sidewalk (even if they're located overhead) are not allowed.
12. Curb/sidewalk cafés shall not be installed at an existing bus stop or accessible parking space.
13. A curb/sidewalk café shall not impede vehicular traffic flow or obstruct motorists' visibility.



## Part 4: Grant Program

*The following details the City's grant program to reimburse Third Avenue businesses for costs associated with the design, permitting, and construction of curb cafés and sidewalk cafés:*

### 1. Curb Cafés:

- a) Restaurants, bars and breweries are the only businesses eligible to establish curb café's in the right-of-way within parking spaces along Third Avenue between E Street and G Street pursuant to City approval of a Maintenance Agreement and Encroachment Permit.
- b) The location of each business' curb café is limited to the area extending from the face of curb adjacent to the building's street frontage and angularly protruding into the street in whole parking spaces to prevent the partial obstruction of any parking space. Any protrusion into the street from the face of curb located directly in front of any adjacent/adjoining business or building shall require that consent be provided from the adjacent/adjoining business and property owner that the curb café would encroach in front of.
- c) Staff will generally endeavor to limit curb cafés to no more than two per block side, with each taking up no more than three parking spaces.
- d) The total reimbursement for each curb café is \$15,000.

### 2. Sidewalk Cafés:

- a) Restaurants, bars, breweries, bakeries, coffee shops and ice cream shops are the only businesses eligible to establish sidewalk cafés in the right-of-way on City sidewalk and sidewalk bulb-out areas along Third Avenue between E Street and G Street pursuant to City approval of a Maintenance Agreement and Encroachment Permit.
- b) The location of each business' sidewalk café is limited to the area adjacent to the building's street frontage, unless written consent is provided from the adjacent/adjoining business and property owner that the sidewalk café would encroach in front of.
- c) The total reimbursement for each sidewalk café is \$4,000.

The grant program to reimburse businesses for the costs associated with the design, permitting, and construction of curb cafés and sidewalk cafés is approved through June 30, 2022 and is automatically terminated thereafter.

To be eligible for the grant program, businesses must have an active City of Chula Vista business license and not have any outstanding code enforcement violations.