

SHOP OUTDOORS LAKEWOOD

TEMPORARY OUTDOOR PERMIT PROGRAM



In response to the COVID-19 pandemic, the City of Lakewood is authorizing qualifying businesses to temporarily use privately - owned common areas, and parking spaces of the business premises for outdoor sales and services to increase business sales.

Submittal:

- ✓ *Submit Temporary Outdoor Permit Application with property owner authorization.*
- ✓ *Submit a legible site plan of service/dining area layout.*

Requirements:

- ✓ *Outdoor service/dining area must observe shop's normal business hours of operation.*
- ✓ *A physical barrier must be provided to prevent vehicle intrusion.*

- ✓ *Possess a valid City of Lakewood business license as of date of application.*
- ✓ *Outdoor dining/service area must maintain ADA and Fire accessibility.*
- ✓ *Businesses shall comply with all State and LA County Public Health requirements.*
- ✓ *Restaurants with ABC License:
ABC COVID-19 Temporary Catering Authorization License required for alcohol sales.*



To apply electronically, please visit: www.lakewoodcity.org/TOP

If you would like more information, please reach out to:

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David Barboza

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City of Lakewood
TEMPORARY OUTDOOR PERMIT APPLICATION FORM
PLEASE PRINT LEGIBLY

PROGRAM POLICY: The Temporary Outdoor Permit program allows Lakewood businesses to operate retail shopping, personal services, and sit-down dining in outdoor facilities in conformance with recent public health directives regarding COVID-19 social distancing requirements.

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS OWNER NAME: _____ PHONE: (____) _____ ZIP CODE

BUSINESS OWNER E-MAIL ADDRESS: _____

Proposed outdoor business area to be used (check at least one box and fill in the requested number):

- Proposed outdoor business area to be used (check at least one box and fill in the requested number):
If Applicable
[] Parking spaces (up to 30% of approved parking spaces may be used): _____ Number of seats: _____
[] Sidewalk/hardscape – dimensions or square feet: _____ Number of seats: _____
[] Landscape (grass) – dimensions or square feet: _____ Number of seats: _____
[] Other Common Area – describe and include number of seats: _____

Proposed method of protecting outdoor business area (check at least one box):

- Proposed method of protecting outdoor business area (check at least one box):
[] Water-filled traffic barriers [] Large landscape planters [] Not adjacent to driveway

Other (describe) _____

Outdoor Business Program Requirements:

- Outdoor Business Program Requirements:
1. Submit a site plan either electronically or in person to the Community Development Department showing the location of the Temporary Outdoor Permit (TOP). For more information, please contact the Planning Division at (562) 866-9771, ext. 2341.
2. The TOP site plan shall include:
a. All buildings and parking areas on the site.
b. The proposed outdoor business area (parking areas, common areas, sidewalks, etc.) with the proposed layout of the outdoor business area, including display areas, booths, tables, and seats, including dimensions and area (sq. ft.).
c. Location and type of outdoor business area protection (traffic barriers, planters, etc.).
d. Additional outdoor features (umbrellas, outdoor heaters, trashcans, banners, etc.).
3. Approval of this application does not eliminate the need for other permits, licenses or required certificates.
4. All original conditions of approval continue to apply, including hours of operation, noise and lighting restrictions.
5. All ADA and emergency access/exiting requirements apply.
6. Smoking is prohibited in all temporary outdoor business areas.
7. The City of Lakewood may impose additional conditions of approval as necessary to reduce any identified problems.
8. The business operator shall keep the outdoor business area constantly clean and clear of any litter, trash, debris, and graffiti.
9. This is a temporary emergency measure and may be suspended or revoked at any time at the discretion of the City.
10. The business owner shall return the temporary outdoor business area to its original use within 72 hours of permit termination.

