



TEMPORARY OUTDOOR OPERATION PERMIT CONSENT STATEMENT

A signed consent statement is required for a Temporary Outdoor Operation permit application when:

1. The proposed outdoor activity area is on property not owned by the applicant; or
2. The proposed outdoor activity area encroaches into an adjacent business or property owner's operational area, as defined by the extension of its activity footprint.

I, _____, the legal property owner/manager at _____

First Name, Last Name

Physical Address

_____, Agoura Hills, CA, 91301, hereby

Physical Address continued

acknowledge, consent to, and support the use of the area proposed in the

Temporary Outdoor Operation Permit Application.

I, _____, hereby declare that I am the legal business

First Name, Last Name

owner/operator or property owner at _____,

Physical Address

Agoura Hills, CA, 91301, and am authorized to pursue said Temporary Outdoor

Operation Permit and agree to comply with all conditions stated in any approval

document of the City.

Property Owner's Signature

Date

Property Owner's Signature

Date



SUBMITTAL REQUIREMENTS CHECKLIST

A completed application package shall include **ALL** of the following items. Incomplete application packages will not be accepted nor reviewed.

- Completed Application Form
- Completed Consent Statement
- Provide a copy of a valid City of Agoura Hills business license
- Provide a copy of a valid Health Permit issued by the County of Los Angeles, if applicable
- Provide a copy of a valid ABC-218 CV19 license for service outdoors, if applicable
- Current Insurance Certificate verifying insurance coverage meeting the City's minimum requirements and attaching endorsement(s), including endorsing the City. That the City, its officers, officials, employees, and volunteers, are covered and named as additional insureds in respect to liability arising out of activities performed by or on behalf of the Applicant/Owner, products and completed operations of the Applicant/Owners, and premises owned, occupied or used by the Applicant. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers. The insurance certificate shall specifically name "The City of Agoura Hills" as additionally insured.
Permitee shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. If alcohol is sold during the permitted activity, coverage must include full liquor liability. Agency, its officers, officials, agents, and employees shall be included as additional insureds on the policy.
- An 8½ x 11" site plan, drawn to scale, showing:
 - Measurements of the existing tenant frontage length and location of the proposed outdoor activity area, including whether the proposed area extends beyond the existing frontage length of the existing business/activity.
 - Details pertaining to temporary fencing, enclosures, quantity and locations of proposed outdoor items, or other structural improvements, used for the outdoor activity area shall be shown.
 - Number and location of parking spaces being impacted.
 - All entrances and exits into the proposed area, path of travel, etc.

SUBMITTAL REQUIREMENTS CHECKLIST

- All existing improvements (street lights, trees, fire hydrants, or other infrastructure) that may limit clearance for pedestrian access; and distance between the requested encroachment area and any existing improvements within the immediate area.
- Location of any proposed temporary shade structures, heaters, electrical cords, lighting, etc. Shade structures over 120 square feet may need additional engineering and fire safety information.
NOTE: To ensure adequate air circulation tents used must be open on a minimum of three sides.
- For ADA compliance, ADA parking, path of travel to outdoor area, and accommodations, as required by your particular business.
- Copy of Completed Reopening Protocol for the applicable use prepared by the Los Angeles County Public Health Department. The protocols for reopening can be found at: <http://publichealth.lacounty.gov/media/coronavirus/> .

CRITERIA FOR PERMIT ISSUANCE

For eligible businesses to qualify for a no-fee Temporary Outdoor Operation Permit, the applicant(s) must currently meet the following criteria:

1. Comply with all Los Angeles County Health Officer Orders;
2. Comply with all Los Angeles County Environmental Health regulations;
3. Comply with all applicable Federal, State, County, City and local laws, ordinances, codes, regulations and requirements;
4. Possess an active City of Agoura Hills business license;
5. Where applicable, possess a valid health permit as required by the State of California and the County of Los Angeles;
6. Not currently be subject to any administrative citations or other enforcement actions for any violations;
7. Comply with physical distancing requirements as required by the Los Angeles County Public Health Department;
8. Must have and show proof of current valid City business license and all any required other State, Federal, County or local permits or licenses (including but not limited to health permits, ABC licenses, etc.) to be eligible for a City Temporary Outdoor Operations Permit;
9. Not block or enclose any required exits;
10. Not cover or block any accessible parking spaces without relocation to an area approved by the Building Official of the City.
11. Maintain Federal, State and Local Accessibility (ADA) regulations;
12. Be in an area under control of the business or an area where authorization has been obtained (such as from the property owner/landlord);
13. Provide adequate parking to the satisfaction of the Community Development Director or her designee;
14. Provide adequate on-site vehicle circulation to the satisfaction of the Public Works Director; and

SUBMITTAL REQUIREMENTS CHECKLIST

15. Agree to comply with all Temporary Outdoor Operation Permit requirements and related conditions of approval.

GROUND FOR DENIAL/REVOCAION

A Temporary Outdoor Operation Permit may be denied or revoked upon one or more of the following grounds:

1. The applicant has failed to complete the application for a Temporary Outdoor Operation Permit;
2. The applicant does not meet the criteria for issuance of Temporary Outdoor Operation Permit, listed above;
3. The applicant has knowingly made any false, misleading or fraudulent statement of material fact in the application for the Temporary Outdoor Operation Permit or in any report or statement required to be filed with the City;
4. The applicant is found to have committed a crime involving moral turpitude that is substantially related to the business activity for which the Temporary Outdoor Operation Permit is being sought;
5. The business or the activities or conduct of the business at the proposed fixed location is prohibited by or otherwise violates any provision of the Agoura Hills Municipal Code or any applicable local, City, County, State or Federal law, ordinance, resolution, statute, rule, regulation, requirement or order;
6. The business or the activities or conduct of the business has been or is in violation of any conditions of approval or restrictions imposed by any City issued permit, license, entitlement, or approval;
7. The business is being operated in a manner determined to constitute an immediate threat or menace to the health or safety of the public. Failure to correct objectionable conditions constituting a public nuisance within a reasonable time after lawful notice from a governmental entity shall be prima facie proof thereof;
8. The building, structure, premises, or the equipment used to conduct the business activity fails to comply with all applicable health, zoning, fire, building and safety laws of the State of California or of the City of Agoura Hills;
9. The applicant has, in the conduct of its business or activity, violated conditions of a City permit for Temporary Outdoor Operation, a City Temporary Outdoor Operation Permit, or any City entitlement, permit, or license;
10. The business or activity fails to comply with such other criteria as may be designated under the Agoura Hills Municipal Code for issuance of a regulatory permit or license for the specific type of business or activity, or rules and regulations governing the business or activity.

EFFECT OF DENIAL OF TEMPORARY OUTDOOR OPERATION PERMIT

If an applicant's Temporary Outdoor Operation Permit application for a particular business activity has been denied, the City shall not process or issue a new permit for that applicant for that business activity for a six-month period after the date of the decision to deny unless the Director of Community Development determines that the reason for the denial has been cured and no longer exists.



SUBMITTAL REQUIREMENTS CHECKLIST

Every Temporary Outdoor Operation Permit is granted and accepted by all parties with the express understanding that the Director of Community Development may revoke the Temporary Outdoor Operation Permit if it is in the best interest of the health, welfare, or safety of the public to do so and grounds for such revocation exist as noted in these application materials.

DURATION OF PERMIT

Upon approval, a temporary outdoor operation permit shall be valid until March 1, 2021.

APPEALS

Decisions of the Community Development Director or her designee may be appealed to the City Manager. The decision of the City Manager shall be final.

HOW TO SUBMIT

For questions or submittal of the Temporary Outdoor Operation Permit application, please email questions or completed application package to Dawn Robinson at permitcounter@agourahillscity.org or call (818) 597-7300.