

## Newport News Outdoor Dining Permit Application Checklist

Outdoor Dining is an area on a public sidewalk or other right-of-way area where patrons may consume food and/or beverages sold by the immediately adjacent food services establishment. The establishment may propose table service in the outdoor dining area or sell take-out items to be consumed in the outdoor dining area. For all standards and guidelines refer to Chapter 38-3.3 of the Newport News Code of Ordinances ([https://library.municode.com/va/newport\\_news/codes/code\\_of\\_ordinances](https://library.municode.com/va/newport_news/codes/code_of_ordinances)).

This document is intended to aid an applicant in making a complete submittal of an Outdoor Dining Permit application, it does not preclude the applicant from providing additional documentation requested by any city departments/divisions in order to perform a complete review of the proposal.

✓	SITE PLAN CHECKLIST ITEMS
	Name of the food service establishment, street address, name/address of property owner & name/address of applicant.
	Site Plan drawn to scale and fully dimensioned.
	Total site area. Total area of proposed outdoor dining space.
	The following information is provided on the plan: <ul style="list-style-type: none"> <li><input type="checkbox"/> The zone of the property on which the food service establishment is located.</li> <li><input type="checkbox"/> The number of tables, chairs, benches, etc. proposed in the outdoor dining area.</li> <li><input type="checkbox"/> Property lines and building setback lines per the Zoning Ordinance.</li> <li><input type="checkbox"/> Show all existing features (i.e. trees, signposts, parking meters, fire hydrants, magazine racks, etc.) in the vicinity of the proposed dining area.</li> <li><input type="checkbox"/> Show the dimensions of the existing sidewalk and the proposed encroachment into the right-of-way.</li> </ul>
	Parking Calculations: <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide the number of existing parking spaces and the number of existing handicap spaces.</li> <li><input type="checkbox"/> Based on the outdoor dining area proposed, provide the number of required parking spaces.</li> </ul>
	Specification for the proposed items in the right-of-way. For example, provide details for the tables, chairs, umbrellas, other items and/or decorations.

The application submittal must also include required general comprehensive liability insurance documentation. The permit holder shall maintain the required insurance coverage at all times while the outdoor dining items are located in the sidewalk/right-of-way area. The policy of insurance shall provide liability coverage of not less than one million dollars (\$1,000,000) combined single limit during any one occurrence.

Along with the valid ACORD form insuring the applicant, the following documents are required:

- A separate endorsement document which names the City of Newport News as an additional insured under the policy.
- A separate document which states the city will receive thirty (30) days notice of policy cancellation [ten (10) days for non-payment].

An incomplete submittal may delay the review of the Outdoor Dining permit. For additional questions, please contact Development Services at (757) 926-8761.

To the best of my knowledge and belief, all of the above items have been addressed accordingly.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Date