



City of Clayton  
10 North Bemiston Avenue  
Clayton, Missouri 63105  
(314) 290-8453 FAX: (314) 863-0296

## APPLICATION FOR ANNUAL OUTDOOR DINING PERMIT

*(please type or print)*

- ALL APPLICABLE SECTIONS OF APPLICATION MUST BE COMPLETE
- APPLICATION MUST BE CONSISTENT WITH SUBMITTED MATERIALS
- \$100.00 APPLICATION FEE MUST ACCOMPANY THIS APPLICATION

Name of Restaurant: \_\_\_\_\_

Address: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Title: \_\_\_\_\_

Restaurant Owner's Name: \_\_\_\_\_

Restaurant Owner's Address: \_\_\_\_\_

Restaurant Owner's Telephone Number: \_\_\_\_\_

Full Corporate Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

### **PART A: DESCRIPTION OF OUTDOOR DINING SITE PLAN**

Tables in Outdoor Dining Area (#): \_\_\_\_\_ Chairs in Outdoor Dining Area (#): \_\_\_\_\_

Total Seating Capacity of Outdoor Dining Area: \_\_\_\_\_ Square Footage of Outdoor Dining Area: \_\_\_\_\_

Total Restaurant Capacity (to include indoor and outdoor dining): \_\_\_\_\_

Furniture Description (materials, color, shape, dimension, etc.):

\_\_\_\_\_

Umbrella Description (material, color, diameter, etc.):

\_\_\_\_\_

Pedestrian Barrier Description (material, height, etc.):

\_\_\_\_\_

Trash Receptacle Description (material, color, dimensions):

\_\_\_\_\_

Plant Material Description (type, size, flowerbed, potted):

\_\_\_\_\_

Type (refer to Section 1 - Types of Outdoor Dining)

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- \_\_\_\_\_ Full Service Outdoor Dining
- \_\_\_\_\_ Outdoor Seating
- \_\_\_\_\_ Combination (Full-Service Outdoor Dining/Outdoor Seating)

Design of Outdoor Dining (refer to Section 11 - Outdoor Dining Designs)

- \_\_\_\_\_ Sidewalk (If so, which category below describes the location of outdoor seating)
  - \_\_\_\_\_ Private Property
  - \_\_\_\_\_ Public right-of-way
  - \_\_\_\_\_ Public/Private (indicate percentage of each)
- \_\_\_\_\_ Patio
- \_\_\_\_\_ Plaza
- \_\_\_\_\_ Courtyard
- \_\_\_\_\_ Other (Explain)

**PART B: SEASON - MARCH 1<sup>ST</sup> THROUGH DECEMBER 21<sup>ST</sup>**

Days of Operation of Outdoor Dining:

\_\_\_\_\_ day through \_\_\_\_\_ day

Hours of Operation of Outdoor Dining:

From \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

**Full Year Outdoor Dining (NEW):**

If your outdoor dining is located on private property, you may apply for full year dining, subject to additional conditions.

➔ If the applicant is requesting full year outdoor dining, please check here  .

**PART C: SITE PLAN SUBMITTAL WAIVER**

If the information contained in the previous sections of this application do not reflect any changes from last year's site plan, a new plan is not required. The City of Clayton will enforce outdoor dining at this location per the most recent site plan on file.

➔ If the applicant is requesting a site plan submittal waiver, please check here  .

**FULL LEGAL NAME IS REQUIRED**

*Signature of Applicant (Required):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Print Name:* \_\_\_\_\_ *Title:* \_\_\_\_\_

**Relation to the Property Owner:** \_\_\_\_\_

*Signature of Property Owner (Required):* \_\_\_\_\_ *Date:* \_\_\_\_\_  
(if different than above)

*Title:* \_\_\_\_\_

**PART C: FOR CITY USE -- OUTDOOR DINING CHECKLIST**

- \_\_\_\_\_ Four (4) sets of drawings.
- \_\_\_\_\_ Name, address, and telephone number of the person or firm submitting the documents and the person or firm to whom the review comments should be forwarded.
- \_\_\_\_\_ Location map showing north arrow.
- \_\_\_\_\_ Survey depicting existing property line, sidewalks and right-of-way width.
- \_\_\_\_\_ Location and identification of all existing easements.
- \_\_\_\_\_ Type, location, height and degree of brightness of all exterior lighting.
- \_\_\_\_\_ Location and design of trash receptacles.
- \_\_\_\_\_ Context drawing depicting the street elevation with proposed outdoor dining.
- \_\_\_\_\_ Plan showing placement and dimension of outdoor dining tables and chairs.
- \_\_\_\_\_ Deck details including type of wood, size of deck, railing detail, posts and balusters must be included on the plans (if applicable).
- \_\_\_\_\_ The seal, signed and dated, of the licensed person who prepared the drawing or under whose immediate personal supervision the drawing has been prepared.
- \_\_\_\_\_ Plans must be folded to an approximate size of 8 ½ X 11 or 8 ½ x 14.
- \_\_\_\_\_ Presentation of Outdoor Dining furniture, pedestrian railing, umbrellas, etc.
- \_\_\_\_\_ Other materials deemed appropriate by staff and/or the Architectural Review Board.