



**CITY OF AUBURN
ADMINISTRATIVE SERVICES**

1225 LINCOLN WAY, AUBURN, CA 95603
TEL: 530-823-4211, FAX: 530-823-4209

COVID-19 BUSINESS SUPPORT PROGRAM APPLICATION

The **COVID-19 Business Support Program** is intended to offer businesses flexibility with their outdoor seating arrangements to cope with the new demands caused by COVID-19. This program allows businesses additional limited seating on private property and the public way; such as off-street parking lots, patio areas, walkways and yards.

Business Name: _____ Business Address: _____

Business License Number: _____

Applicant: _____ Phone Number: _____ Email: _____

Mailing Address (If Different than Business Address) _____

Type of Business:

Restaurant _____ Café _____ Other: _____

Will this outdoor seating be providing alcohol service? _____ Yes _____ No

Will this outdoor seating be provided on public right-of-way? _____ Yes _____ No

*Private Property Guidelines should be used for seating on private property

*Public Right-of-Way Guidelines should be used for seating on public right-of-way

IN ORDER TO BE ELIGIBLE, EACH BUSINESS MUST COMPLY WITH THE FOLLOWING:

- COVID-19 industry-specific requirements established by County of Placer, in coordination with rules set by the State of California;
- ADA accessibility requirements for use of the additional identified seating area;
- Any applicable ABC licensing requirements use of space may require;
- Approval of landlord (if different than owner of business) to participate in the program;
- Social distancing and industry sector requirements;
- Any other federal, state, or local laws or regulations applicable to the use.

PLEASE DESCRIBE THE PROPOSED ADDITIONAL SEATING (OR OTHER ARRANGEMENTS) FOR YOUR BUSINESS:

PLEASE ATTACH A SKETCH OF ADDITIONAL BUSINESS AREAS IDENTIFIED.



CITY OF AUBURN
ADMINISTRATIVE SERVICES

1225 LINCOLN WAY, AUBURN, CA 95603
TEL: 530-823-4211, FAX: 530-823-4209

ANTICIPATED START DATE OF PROGRAM: _____

THESE ADDITIONAL TERMS APPLY FOR THE DURATION OF THE PROGRAM:

- The City may deny the proposed plan for failure to comply with the requirements of this program or federal, state, or local laws or regulations;
- For liability and ABC considerations, adjacent or additional space use must be on the same parcel or an adjacent parcel owned by the same party or a parent or subsidiary of the party;
- Program may be extended based on City staff's review of operational impacts and need;
- The City may revoke temporary approval for any business failing to abide by program requirements and in order to maintain compliance with County of Placer and State of California industry sector requirements and/or federal, state, or local law or regulations.

This application must be signed by a person who can legally bind the business. By signing here, submitting this application, and participating in the Business Support During COVID-19 Program, the business for which this application is submitted agrees to indemnify, defend, and hold harmless the City, its officers, employees, agents, and volunteers, from and against any and all claims, losses, damages, suits, liabilities, and costs of any kind (including, but not limited to, reasonable attorneys' fees) which may arise from or relate to: (1) the City's approval of this application and any determinations related thereto, and (2) any operation, use, or related activity authorized by or under the approval of this application. Signing and submitting this application also indicates acknowledgement, understanding, and adherence to City of Auburn and State guidelines pursuant to the Covid 19 pandemic and of the terms and conditions of this program and the requirements herein.

Signed: _____

Date: _____



CITY OF AUBURN
ADMINISTRATIVE SERVICES

1225 LINCOLN WAY, AUBURN, CA 95603
TEL: 530-823-4211, FAX: 530-823-4209

COVID-19 BUSINESS SUPPORT PROGRAM GUIDELINES (PUBLIC RIGHT-OF-WAY)

The City of Auburn has developed this COVID-19 Business Support Program (the “Program”) to assist our businesses in providing expanded outdoor commercial space. The Program is temporary and is specifically intended for businesses who want to create their own outdoor commercial areas in the public right-of-way. These areas will be under the sole control of the applicant. Eligible businesses are those businesses with an active business tax certificate from the City of Auburn and with all other necessary permits, licenses, and other authorizations from the State of California, Placer County, and the City of Auburn.

This Program will only be in effect for so long as the declared local emergency is in effect and may be modified or rescinded at an earlier date. Except as modified herein, all conditions in and approvals of permits, licenses, and other authorizations issued by the City of Auburn, and any other law or regulation applicable to the use, shall continue in full force and effect. When this Program is no longer in effect, all such conditions and approvals in permits, licenses, and other authorizations, and all such laws and regulations, modified herein shall continue unmodified.

The following documents are required in order to determine Program eligibility for outdoor commercial uses in the City of Auburn:

- Signed COVID-19 Business Support Program Application
- Initialed COVID-19 Business Support Program Specific Requirements
- Provide a Site Plan diagram of proposed outdoor business lay-out
-

Public Works Requirements:

- Completed Encroachment Application Form
- Provide a Certificate of Liability Insurance with Endorsement (City of Auburn endorsed on Certificate and applicable Downtown Business Association or Old Town Business Association)



CITY OF AUBURN
ADMINISTRATIVE SERVICES

1225 LINCOLN WAY, AUBURN, CA 95603
TEL: 530-823-4211, FAX: 530-823-4209

COVID-19 BUSINESS SUPPORT PROGRAM SPECIFIC REQUIREMENTS:

Initial the Following Conditions of Use: Outdoor business uses located in the public right-of-way during the COVID-19 Public Health Emergency must meet certain standards and conditions of use. Please read and initial to indicate the proposed site meets these requirements:

____ **Public Right-of-Way:** Outdoor use may include on-street parking spaces, street and street shoulder, alley, etc.;

____ **Adequate Clearance for Social Distancing:** Any outdoor table and seating must maintain a minimum sidewalk clearance and pedestrian through zone of 6-feet from any physical obstruction to allow pedestrians to maintain adequate social distancing when passing by patrons at a table;

____ **Seating Area Allowance for Social Distancing:** The seating provided shall allow for patrons to maintain a minimum 6-foot social distance from the nearest group of other patrons seated in the same area;

____ **Site Maintenance:** Seating areas shall be maintained free of litter, refuse and debris. The area shall be scrubbed and mopped to remove any food or drink stains on a daily basis by the permittee. Such cleaning shall be in accordance with the City's Storm Water Management and Discharge Control Program, which prohibits any discharge other than storm water into the storm water drainage system. Failure to maintain the site shall be cause to terminate this authorization;

____ **Structural Safety:** Unless exempted by the California Building Code, plan documents submitted under this Program for any equipment or appurtenances shall bear the stamp and wet signature of an architect or a civil or structural engineer licensed by the State of California;

____ **ADA Compliance:** Permittee shall comply with all requirements of the Americans with Disabilities Act and provide sufficient clearance and walkway space to allow safe access and egress. 5% (no less than 1) of dining seating shall be accessible. Tops of tables shall be 26"-30" high, and clear floor space and knee clearance shall be provided. Accessible seating clear floor space shall be sloped no more than 2% in any direction. If multiple accessible dining spaces are required, they shall be distributed throughout the tables. Doors/gates shall provide 34" clear openings, with a 10" smooth surface on the push side;

____ **Path of Travel:** A means of egress and a compliant path of travel is required;

____ **Term:** The authorization is valid until the declared local emergency has ended. The term may be extended or terminated at the City's sole discretion;

____ **Termination or Denial:** The City reserves the right to revoke or deny authorization for a business that (i) creates an obstruction to, or causes congestion of, pedestrian or vehicular traffic if it finds the installation represents a danger to the health, safety or general welfare of the public (ii) violates the requirements of the Program, the Governor's Executive Orders, the Placer County Health Orders, or other applicable laws or regulations;

____ **Permanence:** No permanent improvements, items, or structures shall be installed on City of Auburn property;

____ **Removal:** Applicant agrees to discontinue use immediately and remove all temporary improvements, items, structures, materials, tables, fencing, and other things within 48 hours of notification by the City or an application for permanent use shall be made and associated fees shall be paid. Types of applications required may include, but are not limited to: historic design review, civic design review, encroachment permits, and building permits. Acceptance of applications does not guarantee approval;



CITY OF AUBURN
ADMINISTRATIVE SERVICES

1225 LINCOLN WAY, AUBURN, CA 95603
TEL: 530-823-4211, FAX: 530-823-4209

___ **Owner Information:** Applicant has consulted with and received authorization of the property owner for the temporary use, including the size and location of the temporary use;

___ **Location:** Dining activity must be limited to areas fronting the property on which the business is located, unless approved by the City (i.e., the same APN);

___ **ABC Approval:** Establishments that serve alcoholic beverages in the outdoor business area shall be required to meet all requirements of the Alcoholic Beverage Control (ABC) Board and any other federal, state, or local laws and regulations governing the sale and consumption of alcoholic beverages;

___ **Site Plan:** In order to review applications in a timely manner, please submit a site plan of the proposed outdoor business area, no smaller than 8.5" x 11". Plans may be drawn by hand but must show all relevant dimensions or be drawn to scale with the scale clearly indicated on the plan. Please include the following:

- Identify location of business
- Show the proposed layout;

___ **Inspections:** All permitted locations may be inspected and applicant authorizations such inspections during normal business hours;

___ **Hours of Operation:** Authorization grants outdoor business until 10:00 p.m;

___ **Safety:** Property owner is responsible for providing adequate separation between seating area and vehicular traffic. Separation between business areas and vehicles shall be protected through standard MUTCD traffic control devices including, but not limited to: barricades, delineators and signage;

___ **Other:**

- No extension cords
- No amplified music

Signed: _____

Date: _____

FOR CITY OF AUBURN USE:

Date Approved _____

Date Denied _____

Conditions of Approval _____

City Staff Signatures _____