



# TEMPORARY OUTDOOR SEATING CHECKLIST

Form updated June 2020

**Physical Address:**  
Auburn City Hall Annex, 2<sup>nd</sup> Floor  
1 E Main St

**Mailing Address:**  
25 W Main St  
Auburn, WA 98001-4998

**Webpage & Email:**  
[www.auburnwa.gov](http://www.auburnwa.gov)  
[permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov)

**Phone and Fax:**  
Phone: (253) 931-3090  
Fax: (253) 804-3114

SITE ADDRESS: \_\_\_\_\_ PARCEL NO: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

RESTAURANT NAME: \_\_\_\_\_

OWNER OR MANAGER (CIRCLE ONE) DAYS AND HOURS TO BE OPEN: \_\_\_\_\_

APPLICANT PHONE: \_\_\_\_\_ APPLICANT EMAIL: \_\_\_\_\_

The purpose of this checklist is for the city to authorize restaurant owners/managers to establish temporary outdoor restaurant seating on **private property**. In order to obtain this temporary approval the applicant must (1) check each box acknowledging adherence to the requirement and (2) provide a hand drawn generalized site plan that shows the location of the temporary outdoor seating in relation to building & entrances (use back of this form or separate attachment). The City will verify that each box has been checked and that the site plan has been provided and will sign off at the bottom of this page and return it to you. This will serve as your temporary authorization.

- ADA Parking Spaces** – Seating areas will not be placed within designated ADA parking stalls.
- Parking Lot Drive Aisles and Driveways** – Seating areas will not block drive aisles used for vehicular movement within parking lots or the driveways that serve the parcel.
- Sidewalks and Walkways** – Seating areas will not block sidewalks or walkways on private property and a minimum of 5 feet of space will remain as an open navigable corridor from (1) the public sidewalk to the seating area and entrance to the building and (2) from ADA parking spaces to the seating area and entrance to the building.
- Public Sidewalks, Streets and Alleys** – Seating areas will not be placed within public sidewalks, streets, and/or alleys (Please contact the Public Works Department to request a “right of way permit” if you desire to establish tables and seating on a public sidewalk, street or alley).
- Fire Hydrants and Fire Lanes** – Seating areas will not block access to fire hydrants or interfere with fire lanes.
- Emergency Exits** – Seating areas will not block any doors that are used to exit the building.
- Trash Receptacles** – Trash receptacles shall be place in convenient locations within the outdoor seating area in order to discourage (1) purposeful litter, (2) accidental litter (e.g. from wind), or (3) attracting birds and/or rodents.
- Discharge of Liquids** – With the exception of fresh water, liquids shall be discharged inside the building so that they are properly disposed of in the intended plumbing system.
- Clean Up** – Prior to closing for the day, all food, paper products, plates/utensils/glassware, towels/rags, shall be relocated to the interior. Only tables and chairs may remain outside (at the owner’s risk).
- Other Federal/State/County/City Requirements** – I agree to adhere to all requirements of other permit or license requirements (e.g. King County Public Health, Washington State Liquor License)
- Compliance with Governor/State/County Orders** – I acknowledge that I must adhere to the requirements established for restaurants to open in the County in which my business is located.
- Term** – This authorization shall remain in effect for no more than 180 days from the date of approval (indicated below).

For City Staff Use Only

This checklist is deemed **complete and approved** by: \_\_\_\_\_

Date of Approval : \_\_\_\_\_ Date of Expiration: \_\_\_\_\_

**PERMIT NUMBER:** \_\_\_\_\_

In the box below (or as an attached aerial photo), please provide a general drawing of your outdoor seating. Depict the building, the doorway that will be used for restaurant staff to serve the outdoor area, the outdoor seating area, approximate location of tables and show parking stalls, if affected. Please also show and label your street front and north arrow.

What is the maximum number of customers you intend to serve at one time: \_\_\_\_\_

Indicate how you will demark the outdoor area (e.g. fence, rope): \_\_\_\_\_

