



**City of Mill Valley Planning Department
Supplemental Application for
Outdoor Dining Permit**

26 Corte Madera Ave., Mill Valley, CA 94941 • 415-388-4033 • Fax: 415-381-1736 • www.cityofmillvalley.org

Applicants: Please print or type. Attach additional sheets as necessary. Thank you.

Cross-Reference Information

Address/Location of Project Site:

Assessor's Parcel Number:

Application Requirements

1. Completed Application Form
2. Filing Fee
3. Proof of Business License
4. Proof of Liquor License, if applicable
5. Certificate of Insurance naming the City of Mill Valley as additional insured
6. Submit four copies of a site plan, drawn to scale. At least one copy of the site plan shall be an 8.5"x11" print or reduction. Site plan shall include:
 - North arrow and scale
 - Address and Assessor's Parcel Number (APN)
 - Property lines
 - Name of road
 - Location of edge of road, any rights-of-way, easements or public trails, steps or lanes, creeks or intermittent streams
 - The location of the proposed outdoor dining area with written distances from the exterior border of the dining area to the interior edge of the curb of the adjacent street, and to any curb ramp or crosswalk, and to all other fixed obstructions (i.e., light pole, planting area, parking meter, garbage container)
 - The location of all structures, entrances and driveways located on the lot and lot(s) adjacent to the location of the proposed dining area
 - The location, size and dimensions of any proposed and existing landscaping, including free-standing plant containers and City trees
 - The location of fixed, permanent markings that will define the outdoor dining area
7. Furniture and fixtures detail sheet:
 - Location and number of tables, chairs and umbrellas or other fixtures (such as railings, posts, garbage cans, lighting or portable heaters) associated with the outside dining area must be detailed
 - Photographs of proposed outdoor dining furniture and fixtures
 - Storage location of furniture and fixtures during non-business hours
8. Narrative description of dining service (self-service or wait-staff) and hours of operation
9. Photograph(s) of the proposed location

Certification

I, the undersigned owner of the subject property, have read this permit application and certify that the information, drawings and specifications herewith submitted are true and correct to the best of my knowledge and belief and are submitted under penalty of perjury.

Property Owner's

Signature _____ Date: _____

I, the undersigned applicant, have read this permit application and certify that the information, drawings and specifications herewith submitted are true and correct to the best of my knowledge and belief and are submitted under penalty of perjury.

Business Owner's

Signature _____ Date: _____

Staff Use Only

Received By: _____

Existing signage in conformance?

- Yes
- No

Date: _____