



City of San Clemente

Planning Division

910 Calle Negocio, San Clemente, California 92673

Phone: (949) 361-6197 <http://ci.san-clemente.ca.us>

TEMPORARY OUTDOOR OPERATING PERMIT APPLICATION

Thank you for your interest in the temporary outdoor operating permit in the City of San Clemente! A Temporary Outdoor Permit may be issued to temporarily permit outdoor dining or retail display on private or public property (commercial/industrial/mixed use) during the City of San Clemente declaration of local emergency due to COVID-19. In order to process your application as quickly as possible, the application must be submitted to the Planning Division in complete form. Incomplete applications will be delayed in the review process and are grounds for denial. Once approved, a temporary outdoor operating permit is in effect until September 30.

APPLICANT INFORMATION			
Contact Person:		Phone:	
Business Name:		Email:	
Business Lic #		Address:	
Non-Profit ID#		City/Zip:	

OUTDOOR OPERATIONS INFORMATION			
Address:			
Event Type:	<input type="checkbox"/> Outdoor Retail Display <input type="checkbox"/> Outdoor Dining		
Location:	<input type="checkbox"/> Private Property <input type="checkbox"/> City Public Right-Of-Way (Sidewalk, Parking Spaces, Street, Alleyway)		
Activity Dates:		Activity Hours of Operation:	
Activity Description: <i>(Attach additional pages as needed)</i>			

FOR OUTDOOR DINING ONLY			
Number of Seats prior to local emergency:	Interior _____ Exterior _____	Proposed Number of Seats:	Interior _____ Exterior _____

PROPERTY OWNER AUTHORIZATION (required for proposed outdoor activities on private property only)			
Property Owner of Record:		Phone:	
Signature:		Email:	
Date:		Address:	
Street Address:		City/Zip:	

Please make a copy of the application for yourself, prior to submitting it to the Planning Division. Your application will be circulated to affected departments who may contact you for clarification or additional information. The City representative will approve, conditionally approve, or deny your event application according to the information received.

SUBMISSION CHECKLIST

- Temporary Outdoor Operating Permit Application
- Letter of Justification for requested temporary outdoor operating permit
- Site Plan, see checklist below
- Insurance Certificate and Additional Insured Endorsement (activity on public property only)
 (The City requires Commercial General Liability, personal injury and property damage liability, with minimum combined liability limits of One Million Dollars (\$1,000,000) per occurrence. Any deductible or self-insured retention in excess of Five Thousand Dollars (\$5,000) shall be declared to the City and requires the prior approval. An additional insured endorsement to the general liability policy is required and shall name and list the City of San Clemente, its officials, officers, employees, agents and volunteers as additional insured.)

SITE PLAN CHECKLIST

Please provide a general layout of your activity superimposed on an aerial view imagery including the following:

- An outline of the event site including names of streets or areas surrounding the event.
- Location of tables, chairs, platforms, tents (specify size), booths, etc.
- Location of fencing, barriers or barricades.
- Location of trash receptacles.
- Any outdoor lighting.
- Generator locations and/or source of electricity.
- Number of parking spaces to be repurposed for the temporary activity.
- Placement of promotional signs or banners.
- Dimensions of activity area boundaries.
- Any street closures.

Please **submit this application to the City of San Clemente Planning Division** by email at Planning@san-clemente.org or mail to 910 Calle Negocio, San Clemente 92672. For questions, please contact the Planning Division at (949) 361-6197

APPLICANT'S INDEMNIFICATION/WAIVER *(Must be at least 18 years of age)*

I agree, on behalf of myself as an individual and _____ ("Organization"), to indemnify, defend, and hold free and harmless the City of San Clemente and all of their respective agents, officers, and employees (collectively hereinafter referred to as the "City") from and against any and all loss or liability for claims or judgments against the City, including attorney's fees and costs, that may occur or arise as a result of the planning, preparation, or operation of the Special Activity/Event. However, neither I nor the Organization shall be obligated to defend, indemnify and hold free and harmless the City from any claim that may arise as a result of the City's sole gross negligence or willful misconduct. Furthermore, on behalf of myself and the Organization, I agree to waive any and all claims, costs, liabilities, expenses, or judgments against the City, including attorney fees and court costs, which may accrue to myself or the Organization as a result of the planning, preparation, or operation of the Special Activity/Event. Furthermore, I agree, on behalf of myself as an individual and on behalf of the Organization, as a condition of holding the Special Activity/Event within the City of San Clemente, to pay to the City the costs of any damage, injury, or loss of any public property which directly or proximately results from the occurrence of the Special Activity/ Event. The payment for all such damage, injury, or loss shall be submitted the City within ten (10) days of receiving an invoice from the City listing the costs of such damage, injury, or loss to public property. I understand that this obligation is both an obligation of the Organization sponsoring the activity/event as well as a personal obligation which I freely accept. I certify under penalty of perjury that I have the authority to bind the Organization sponsoring this Special Activity/Event to pay any and all such costs associated with the damage, injury, or loss of public property which directly or proximately results from the occurrence of the special activity/event. I CERTIFY THAT I HAVE READ AND UNDERSTAND THE ABOVE INDEMNIFICATION/WAIVER.

(Printed Applicant Name)

(Date)

As an individual and on behalf (Applicant Signature)

of

(Name of Organization)