

Outdoor Dining Permit

1.A Permitting Checklist



If you are interested in having a dining area in the public right-of-way, you must obtain a Street Use Permit from the City of Bellevue's Right-of-Way (ROW) team. The following documents must be included with your application as separate PDFs. A more detailed explanation of each requirement can be found in the "Outdoor Dining Application Guide".

- SITE PLAN**
Template provided in Appendix. Please see Design Standards for Site Plan Requirements. You must include a site plan, drawn to scale, which illustrates the proposed outdoor dining area(s) and includes all required elements.
- BILL-TO-FORM**
Include a completed Bill-to-Form, in case your plan review requires payment of fees or review time.
- PROJECT TIMELINE**
You must complete the Project Timeline Form including a description of the proposed outdoor dining area, its operations, and the period of use.
- LETTER OF AUTHORIZATION**
Your property owner or manager must complete the Letter of Authorization Form acknowledging that you have permission to add outdoor dining or seating.
- PROOF OF INSURANCE**
You must upload a valid Certificate of Insurance (COI). Please ensure that the City of Bellevue is listed as an "additional insured". See section 2.E for required endorsement amounts.
- HOLD HARMLESS AGREEMENT**
Once the above materials have been submitted, the Right of Way team will request the completion of a Hold Harmless Agreement (the document will be provided by the Right of Way team at the time of the request).

If Applicable

- WASHINGTON STATE LIQUOR LICENSE**
If your establishment intends to offer alcohol service on public right-of-way, you must include a copy of your Washington State liquor license.
- ADDED ACTIVITIES ACKNOWLEDGEMENT**
In addition to providing your Washington State liquor license, you must apply for an alteration to your liquor license to allow for public right-of-way service.

Outdoor Dining Permit

1.B Application Process Overview



Below is an overview of the outdoor dining permit application process and steps. Once you have submitted your application, please let the Right of Way Team know at rightofwayuse@bellevuewa.gov

- 1 Identify type(s) of outdoor dining permit(s) to apply for (street café, sidewalk café, sidewalk seating).
- 2 Compile the required documents outlined in the Permitting Checklist.
- 3 Submit permit application materials at mybuildingpermit.com. Multiple outdoor dining uses will require multiple applications
- 4 Bellevue Right-of-Way team reviews permit application materials.
- 5 Right-of-Way team approves/denies application(s) and permit fees are collected.
- 6 Right-of-Way team issues permit(s) if application is approved.
- 7 Congratulations, you may now set up your outdoor dining space!

To Submit a Permit Application

1. Go to mybuildingpermit.com. Click “apply for a permit” and log in or create an account.
2. Select your jurisdiction (Bellevue), and on the “Application Information” step, make the following selections:
 - ▷ Application Type: Right-of-Way
 - ▷ Project Type: Other Project Type
 - ▷ Activity Type: Annual Permit
 - ▷ Scope of Work: Sidewalk Café
3. Enter your project start and end date.
4. Start your application by following the prompted instructions.



Application Guide Outdoor Dining



BellevueWA.gov/outdoor-dining



For alternate formats, interpreters, or reasonable modification requests please phone at least 48 hours in advance 425-452-4114 (voice) or email bizsupport@bellevuewa.gov. For complaints regarding modifications, contact the City of Bellevue ADA, Title VI, and Equal Opportunity Officer at ADATitleVI@bellevuewa.gov.

PKS-23-516



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2. Outdoor Dining: Permit Overview





2. Outdoor Dining: Permit Overview

2.A Definitions

This “Outdoor Dining: Permit Overview” will provide information for restaurants or other licensed food service establishments interested in implementing Outdoor Dining in the City of Bellevue. Outdoor Dining is defined by and include the following:

- Sidewalk Seating Area; where permits allow for tables and chairs to be set out on the sidewalk directly adjacent to the business without table service. Alcohol cannot be served or consumed. These can be used by both the customers and the public. Tables and chairs must be removed daily.
- Sidewalk Café; where permits allow for table service. And if the permitted business holds a Washington State liquor license, alcohol may be served. Demarcating the area of the sidewalk café is required, and may consist of railings, planters, or City-installed 6” pavement markings (approval from WSLCB required).
- Street Café; a permitted area within the public right-of-way street located within existing on-street parking areas that is adjacent to curbs permitting for the temporary placement of tables and chairs/benches, table umbrellas, wait staff stations and materials for tables including coverings, table settings and tubs for cleaning and clearing where patrons may be served food and/or beverages from an adjacent café, coffee shop, bar and/or restaurant.
 - ▷ Limits of the Street Café area may be Permitted between the area east of 100th Ave NE to west of 112th Ave NE/SE and Main St. to NE 12th Street, excluding travel lanes or intersections that shall remain open and Sidewalks or other Permitted Sidewalk Café or Seating areas. (Areas beyond these limits will be reviewed site by site. City will review for proposed location of any/all Street Cafés).

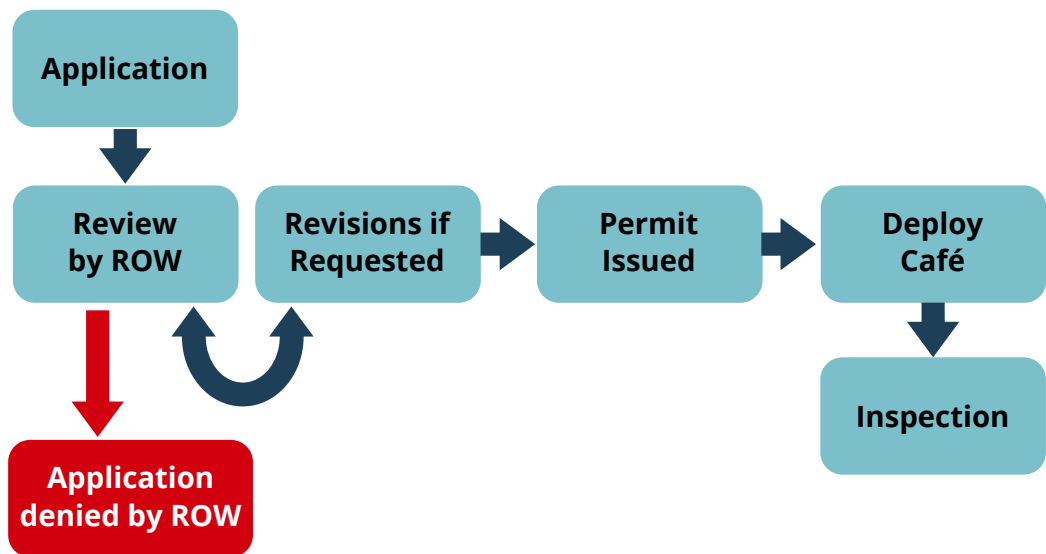
2.B Understanding the Street Use Permit for Outdoor Dining

The Bellevue City Code 14.30 provides that it is unlawful for any person to make private use of the public right-of-way without first obtaining a valid permit issued by the City of Bellevue Transportation Department. Sidewalk Seating Areas, Sidewalk Cafés, and Street Cafés are permitted through a Right of Way (ROW) Street Use (TE Type) Permit. Permits are of a temporary nature, vest no permanent rights, and are revocable. Those operating an Outdoor Dining area shall have a current City of Bellevue business license and shall operate from that same brick and mortar business located immediately adjacent to the street use permitted area. Vendor carts, retail services or other food trucks and services are not permitted within or adjacent to the street use area within public right-of-ray. All food preparation including cooking, assembly, plating shall occur within the adjacent café or restaurant building providing Street Café services.

Please see the Sidewalk Café and Seating Area Standards and the Street Café Permit Standards for full design standards.

2.C Permitting Process

The Outdoor Dining permitting process will begin once you have submitted your application. Then the Right-of-Way Team will review your submitted documents and request revisions, if necessary, which will require a re-submission with the corrections of those documents. Once all your documents fully align with City standards, your permit will be issued. You may then begin the assembly of your Outdoor Dining Area or Deploy Café. As a condition of issuance, each applicant is required to agree to an inspection by the Transportation Department. Multiple street uses will require an application for each use. Applicants wishing to implement a Street Café must apply for both a sidewalk café street use permit and the street café street use permit. Submitting an application online does not guarantee approval. Approval of application is dependent onsite conditions.



Permit applications for Outdoor Dining are reviewed throughout the year, permits expire at the end of the calendar year. Applications for Street Cafés will be reviewed prior to mid-May for deployment mid-May through mid-September of the calendar year (time frame is approximate and is updated annually).

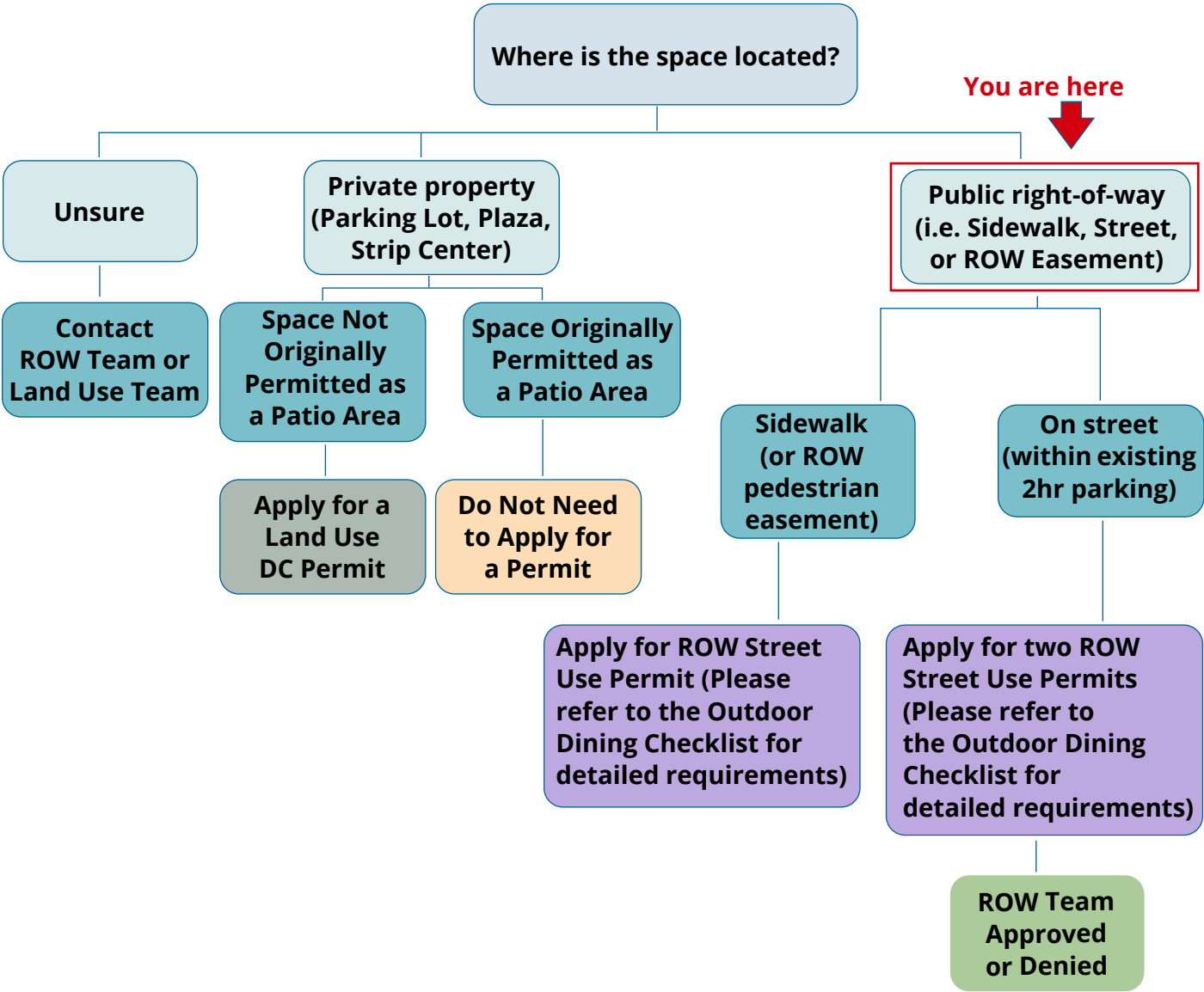
To ensure prompt review, please submit your application at minimum **30 days** prior to planned use of the permit. (NOTE: Permit may not be issued within 30 days as revisions may be requested)

Please see processing time by permit (TE) (<https://bellevueaproduct.blob.core.windows.net/documentcenter/DSRecords/processing-day-by-permit-type.pdf>) for more detailed estimated schedule.)

Additionally, email Right of Way Management at rightofwayuse@bellevuewa.gov and let them know you have submitted an application for Outdoor Dining within the right of way.

2.D What Permit Do I Need?

Please use the following flow chart to better understand what permit is required for your Outdoor Dining Area(s).



2.E Required Documents for Permit

In order to be reviewed for a Street Use Permit, applications must include all of the following. Please refer to the Appendix for all the documents and the Outdoor Dining Application Process Overview for how to submit them. Please see <https://bit.ly/3ZfETNg> for examples of Sidewalk Café Site Plans and barrier elevations.

2.E.1 For Sidewalk Seating Area or Sidewalk Café

1. **A Site Plan Drawing** – drawn to scale – showing the following:
 - Property address and business name
 - Street names and north arrow
 - Location of property lines and dimensions of the sidewalk area proposed for the Seating Area or Sidewalk Café

- Location of all Seating Area or Sidewalk Café elements, including tables, chairs, umbrellas, demarcation (pavement markings, railings, planters, etc.), decorative planters, or other fixtures and their dimensions.
- Location of any Fire Department connections or standpipes
- Location of all existing improvements on the adjacent sidewalk including tree grates/tree wells, fire hydrants, streetlights, utility poles, street furniture, bike racks, utility covers in sidewalk, etc. and their distance from the proposed Seating Area or Sidewalk Café
- Dimension from back of adjacent roadway curb to proposed Seating Area or Sidewalk Café
- Layout and dimensions of the pedestrian access route (see Section II A-D)
- Restaurant entrance and setback dimension
- Entrance(s) to Sidewalk Café, if a railing or barrier is used.
- Details of railing or barrier, if used, including style, material, support and dimensions.

2. Bill-To Form

3. Project Timeline (or Description of Proposed Use) including:

- Proposed hours of use
- Anticipated periods of use during the year
- If any liquor will be sold or consumed in the Sidewalk Café Area
- Proposed furniture type and material
- Total seating (number of tables and chairs)
- Total square footage of proposed Sidewalk Café.


4. Building Owner Letter of Authorization (LOA); if different from restaurant owner, verifying that the Seating Area or Sidewalk Café will be operated by a food service establishment that is permitted by the King County Department of Public Health.

5. Proof of Insurance/Certificate of Liability Insurance. Naming the City of Bellevue as an additional insured with a CG 20 12 or CG 20 26 endorsement in the following amount:

- Seating Area Permit - \$1,000,000
- Sidewalk Café Permit - \$2,000,000
- Endorsements must be submitted along with the Certificate of Liability

6. Hold Harmless Agreement (form provided by the city after initial application).

7. (If applicable) Washington State liquor license. If your establishment intends to offer alcohol service on the sidewalk, you must include a copy of your Washington State liquor license with your application. Please also be aware of Washington State Liquor and Cannabis Board (WSLCB) requirements for your site design.

- 
- 8. (If applicable) Added Activities Acknowledgement for liquor license.** You must apply with the WSLCB for an alteration to your liquor license to allow sidewalk service. (This will be requested when the Hold Harmless Agreement is provided by the city)

2.E.2 For Street Café

To apply for a Street Café, applicants must submit two applications for a Street Use Permit. The first application will be for a Sidewalk Café that includes the above documents. Even if the applicant does not intend to implement a Sidewalk Café, the applicant is still required to submit this application, and include a site plan of the existing sidewalk conditions. The second application will be for the Street Café that includes the below documents. Please refer to the Appendix for all the documents and the Outdoor Dining Application Process Overview for how to submit them.

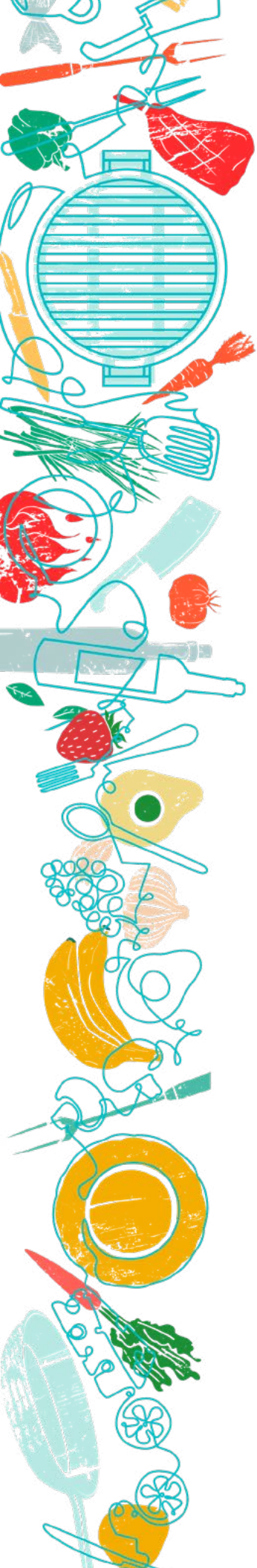
1. A Site Plan drawn out showing the following (with dimensions shown):

- Property addresses and business name.
- Designated Street names and north arrow
- Location of property lines and boundaries of the establishment frontage, providing dimensions of the area proposed for the Street Café.
- The location of all traffic control devices and hard traffic barriers to dimensional scale.
- The location of street crosswalks, and ADA access ramps and dimensions
- Location of all proposed seating elements, including tables, chairs, umbrellas, wait stations, menu kiosks, proposed ramps to/from adjacent businesses, demarcation (pavement markings, railings, planters, etc.), decorative planters, or other fixtures and their dimensions.
- Location of any Fire Department connections or standpipes at buildings, if applicable.
- Location of all existing improvements on the street and adjacent sidewalk including tree grates/tree wells, fire hydrants, streetlight/poles, utility poles, street furniture, bike racks, utility covers, catch basins, etc. and their distance from the proposed seating.
- The existing curb to curb for the proposed Street Café area limits.
- Layout and dimensions of pedestrian circulation paths (PCP) including the relationship to all Permitted Sidewalk Café or Seating areas. The ADA and PROWAG required PAR must be maintained.
- Locations of restaurant or café entrances.
- Location of stanchions, streetlights or other elements that may obstruct access or emergency evacuation from the Street Café.

2. Bill-To Form

3. Project Timeline (or Description of Proposed Use) including:

- Proposed hours of use
- Anticipated periods of use during the year



- If any liquor will be sold or consumed in the Street Café area
 - Proposed furniture type and material
 - Total seating (number of tables and chairs)
 - Total square footage of proposed Street Café.
4. **Building Owner Letter of Authorization (LOA);** if different from restaurant owner, verifying that the Street Café will be operated by a food service establishment that is permitted by the King County Department of Public Health.
 5. **Proof of Insurance/Certificate of Liability Insurance** is required naming the City of Bellevue as an additional insured in the following amount:
 - TE Permit for Street Café - \$2,000,000
 - Endorsement types of CG 20 12 or CG 20 26 must be submitted along with the Certificate of Liability Insurance.
 6. **Hold Harmless Agreement** (form provided by the city after initial application).
 7. **(If applicable) Washington State liquor license.** If your establishment intends to offer alcohol service within the street café, you must include a copy of your Washington State liquor license with your application. Please also be aware of Washington State Liquor and Cannabis Board (WSLCB) requirements for your site design.
 8. **(If applicable) Added Activities Acknowledgement for liquor license.** You must apply with the WSLCB for an alteration to your liquor license to allow sidewalk service. (This will be requested when the Hold Harmless Agreement is provided by the City)





3. Permit Conditions and Requirements





3. Permit Conditions and Requirements

3.A General Conditions

- Please see Outdoor Dining Design Section for design requirements.
- Operate within the allowed hours and periods of use during the year.
- All furnishings and fixtures must be non-permanent and removable within 24 hours.
- Outdoor dining must be in compliance with all WSLCB laws, if alcohol is served. For Sidewalk Cafés and Street Cafés, the business must have an attendant, wait staff or server dedicated to outside service area when patrons are present.
- All uses of the ROW for Outdoor Dining services must meet and adhere to requirements of the King County Department of Health requirements and guidance and Washington State Department of Labor and Industries requirements.
- In an emergency, the City can clear the Outdoor Dining Area immediately. The City will not be responsible for any damage.
- Outdoor Dining permits may be temporarily suspended if city maintenance, repair or improvement work needs to be performed.
- Applicant agrees to release, indemnify, defend and hold harmless the City of Bellevue, its employees, agents, representatives, and volunteers from any liability, damage, or injuries to the applicant's facilities, the applicant, their guests, employees, or any other person or property resulting from or arising in connection with the use of the right of way by the applicant under this Permit.
- Issuance of the Outdoor Dining Permit does not constitute approval or issuance of any other activities. It shall be the responsibility of the applicant to ensure that any and all other permits required for the proposed use are obtained by the applicant.
- Permit modification is required if site conditions change or if the business changes ownership. An additional review fee will be charged for permit modification.
- Applicant agrees to abide by all terms and special conditions of the Outdoor Dining Permit including implementation of City approved temporary traffic control plans; obtaining, installing and removal of temporary traffic control devices; obtaining and providing all required Uniform Police Officers (UPO) or other Emergency Medical Services (EMS) personnel as may be required and associated costs/fees.
- The applicant is advised that modifications of any Permit conditions may be required in order to mitigate/resolve unforeseen impacts or safety issues with the right of way use and activities authorized by this Permit.
- Use of city parking lane for Street Cafés requires vehicle barriers that meet all applicable traffic safety standards for application with parallel traffic.

- The Director of Transportation or designee may suspend the Permit for Transportation mobility or Public Safety purposes, for permitted Special Events, or any other official actions by the City of Bellevue.

3.B Operation Requirements

Businesses must follow the conditions below when operating their Outdoor Dining Areas. Failure to comply may result in a suspension or loss of permit.

Months/Days of Operation for Outdoor Dining

Hours of Operation:

Opening time: 8 a.m. or establishment's opening time, whichever is later.

Closing time: 10 p.m. or establishment's closing time, whichever is earlier.

For Street Café:

Operation of Street Cafés in city approved designated on-street parking areas will occur from mid-May through mid-September over consecutive days (specific days are updated annually), including 4 federal holidays.

3.C Responsibilities of the Permittee

The permittee shall:

- Keep a copy of the current approved Right of Way Use Permit, the special conditions, and the approved plans in an 11" x 14" sheet and shall be available on site at all times and made available to any City of Bellevue personnel inspecting the area. (City inspections will not include compliance with WA LCB, L&I, or KC Dept. of Health requirements as those are inspected by other agencies and the responsibility of the Applicant/Permittee).
- Be responsible for ensuring the Outdoor Dining activity remains within the permitted area.
- Maintain the Outdoor Dining Area and adjacent public space to keep it clean and free of debris of any kind generated by the Outdoor Dining Area.
- Address any pest (rodent, bird, etc.) concerns or issues associated with the Outdoor Dining Area and will comply with all Health Department requirements.
- Ensure that the activities of the Outdoor Dining Area will not create a nuisance or hazard to public health, safety, or welfare and will not interfere with access to abutting or adjacent property and must not encroach into the ADA required sidewalk pedestrian access route.
- Immediately remove the Outdoor Dining elements when ordered by the Director of Transportation, the Chief of Police, the Fire Chief, or other city official.
- Be responsible for ensuring compliance and taking corrective actions as may be required or directed by the applicable agencies, including maintaining table seating limitations, restaurant and/or bar, coffeeshop and café occupancy limitations in effect at any time or as amended.
- Inspect all pedestrian walking surfaces regularly and the City must be notified upon discovery of any vertical displacement or significant void in the surface.



- Use days of the week and hours outside of the permitted days and hours of operation for all food service materials deliveries and removal of solid waste. No additional lane closures, momentary stopping within open travel lanes for the delivery of goods or services are permitted. No additional roadway or sidewalk closures other than those provided under this Permit are allowed or provided. No vehicles except City vehicles may be parked, stop or stand on City streets or live lanes.
- At the conclusion of the permitted Street Café, with removal of traffic barriers and furnishings the applicant shall clean the city street parking lane and gutter of dirt, debris and vegetation prior to releasing water from traffic barriers to avoid such debris from entering the city stormwater system and again clean with removal of barriers, prior to permit expiration.
- Return the area to the City clear of all materials upon termination of the Permit.

3.D Prohibited Uses

The permitted area shall **NOT**:

- Be used for any other purpose than as a described in your Sidewalk Seating Area, Sidewalk Café or Street Café permit.
- Be used for outdoor storage.
- Contain trash cans or refuse storage containers at any time.
- Have live music or amplified sound including the use of speakers and microphones.
- Allow smoking within the Outdoor Dining limits.
- Discharge, dump or flush materials into the City's storm drainage system, parking area or street.

3.E Permit Fees


The Applicant is responsible for all City Permit fees in accordance with the Fee Ordinance. Fees for outdoor dining consist of an application fee, an inspection fee, and a lease fee. Fees are updated annually, this is an TE type permit, refer to the city's website BellevueWA.gov/sites/default/files/media/pdf_document/permitfees_row.pdf

For Sidewalk Seating Area and Sidewalk Café

- An additional annual lease fee will be charged on a per square foot basis as described within the above noted link.

For Street Café

- Lease fees for use of the parking lane different from use of city sidewalk as street parking use leases are charged per average property value in downtown. Please contact the Right of Way Team for more information.
- Fees are non-refundable. Please see the current Fee Schedule for Right of Way Use Permits (BellevueWA.gov/sites/default/files/media/pdf_document/permitfees_row.pdf) for more information. Use the Bellevue Permit Fee Estimator (City of Bellevue Permit Estimator – <https://permitfeeestimator.bellevuewa.gov/>) to provide an estimate of permitting fees.



3.F Permit Administration, Expiration, and Renewal

Sidewalk Seating Area and Sidewalk Café permits are annual permits for duration of January 1st to Dec. 31st. Street Cafés are generally permitted between mid-May to mid-September. If applicants wish to continue the use of right-of-way for Sidewalk Seating Area and Sidewalk Café after the permit is set to expire on December 31st, applicant must apply for a new annual permit, provided that: permit and use fees are paid, permittee is in compliance with all permit conditions, the current or proposed space of use is not needed for transportation, utility or any other public use purpose. Previous permit application materials can be used given conditions have not changed. However, a permit modification must be submitted if site conditions change or if the business or property owner (or its agents) changes ownership. An additional review fee will be charged for the permit modification.

Permits are of a temporary nature, and vest no permanent rights, and are revocable. The Director of Transportation may suspend the permit for transportation mobility or public safety purposes, for permitted Special Events, or any other permitted activity. The Director of Transportation may also modify the conditions of a Sidewalk Café, Seating Area, or Street Café permits after providing the permittee with written notice ten (10) days prior to modifying the permit.

3.G Permit Penalties: Suspension or Loss of Permit

The Outdoor Dining Area must be in compliance with all permit conditions and standards. Noncompliance may result in suspension or revocation of the permit. A written notice will be issued for non-compliance of any standards and conditions, including but not limited to:

- Encroachment beyond the permitted area as provided.
- Encroachment into the American with Disabilities Act (ADA) and the Public Right-of-Way Accessibility
- Guidelines (PROWAG) required pedestrian access route (PAR)
- Tables and chairs in excess of the permitted number
- Violation of noise code requirements
- Occupancy beyond the permitted hours of operation.

Two written notices within the permit timeframe will result in the permit being suspended for thirty (30) days. After the first violation the City may require additional fees to cover the cost of inspection. Repeated suspensions may result in revocation of the permit at the discretion of the Director of Transportation.

3.H Contact Information

If you have any general question regarding the permitting process, please visit the permits page at BellevueWA.gov/city-government/departments/development/permits on the city website. For more assistance, you can set up a meeting with the Virtual Permit Center ([Virtual Permit Center | BellevueWA.gov/city-government/departments/development/permits/virtual-permit-center](https://VirtualPermitCenter|BellevueWA.gov/city-government/departments/development/permits/virtual-permit-center)). Please note, the Virtual Permit Center is not a consultation of existing permits or applying permits and intended for general questions regarding the permitting process. In addition, you may also contact the Right of Way and/or Economic Development Teams for any additional questions. Contact information is listed on next page.



Right of Way Management Team: Chris Rivera (Primary)

Email: crivera@bellevuewa.gov | Phone: 425-452-7942

Savana Makepeace (Secondary)

Email: smakepeace@bellevuewa.gov | Phone: 425-452-2888

Economic Development Team: Anthony Gill

Email: agill@bellevuewa.gov | Phone: 425-452-4114

3.F Additional Resources

Please see the Sidewalk Café and Seating Area Standards and the Street Café Permit Standards if you would like more information on Outdoor Dining and the permitting requirements.



4. Design Standards



4. Design Standards

As part of the application, businesses are required to submit a site plan, drawn to scale, that shows all elements of the proposed outdoor dining area. The site plan must also meet their respective design standards, provided below, in order to be approved by the right-of-way team. Please see the Sidewalk Café and Seating Area Standards and the Street Café Permit Standards (Link) for full design standards.

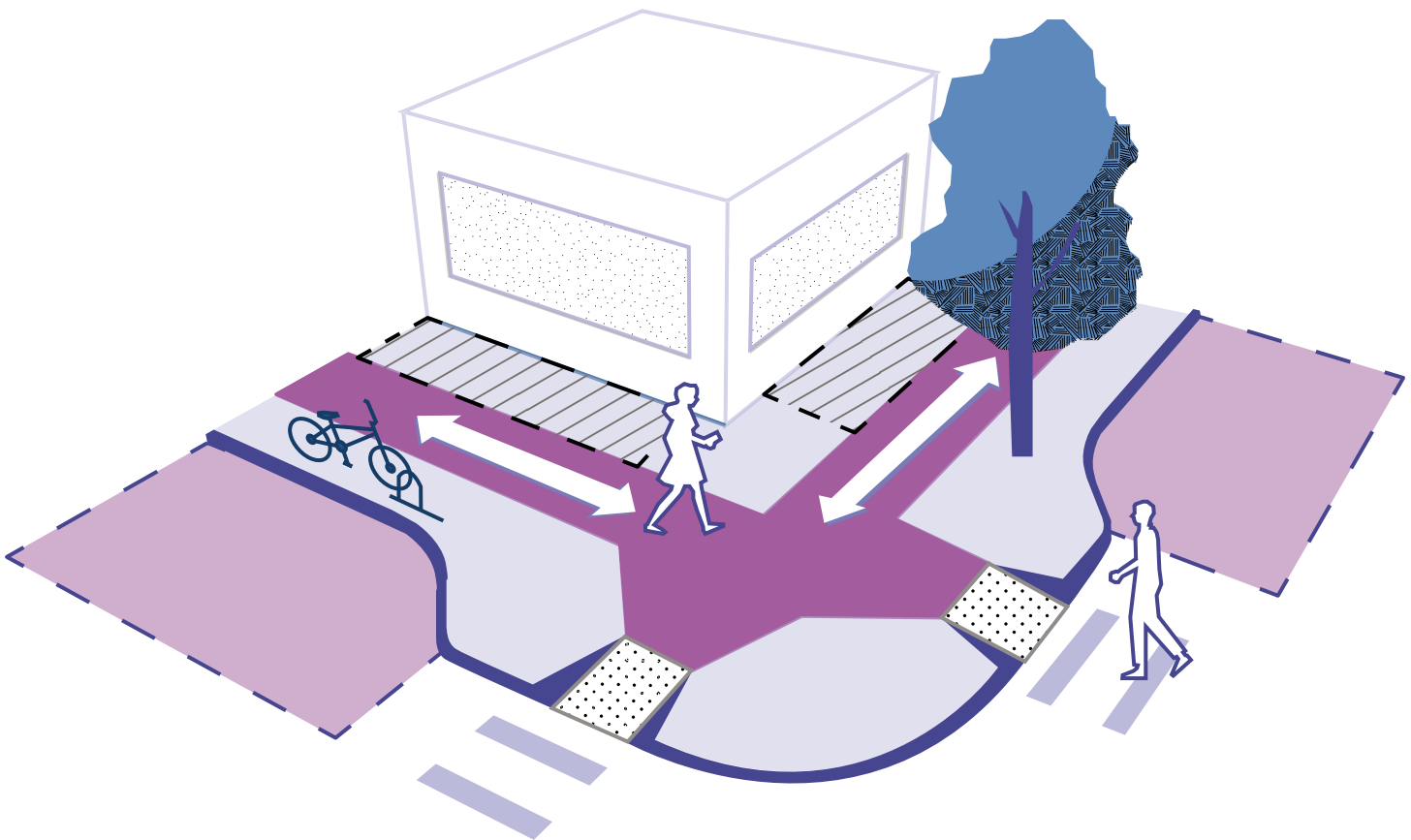






Figure 4.1 Outdoor Dining Café types with Pedestrian Circulation Path (PCP) & Pedestrian Access Route (PAR)

-  Sidewalk Tables and Chairs or Sidewalk Café Area
-  Pedestrian Circulation Path (PCP)
-  Street Café Area
-  Pedestrian Access Route (PAR)

4.A Sidewalk Café and Seating Area Standards

I. Sidewalk Accessibility Standards

- A. The pedestrian circulation path (PCP) along and adjacent to Sidewalk Cafés and Seating Areas shall provide a clear pedestrian access route (PAR) for pedestrian travel in compliance with the Americans with Disabilities Act (ADA) and the accessibility provisions of the current adopted City of Bellevue Building Code.
- B. The pedestrian access route measured from the outside edge of the permitted sidewalk café area to the nearest obstruction, or if no obstruction to the back face of curb, shall be a minimum of 5 feet on non-arterial roads and 7 feet on arterial roads. In special circumstances, a minimum of 4 feet may be used for limited lengths (pinch point locations), subject to approval.

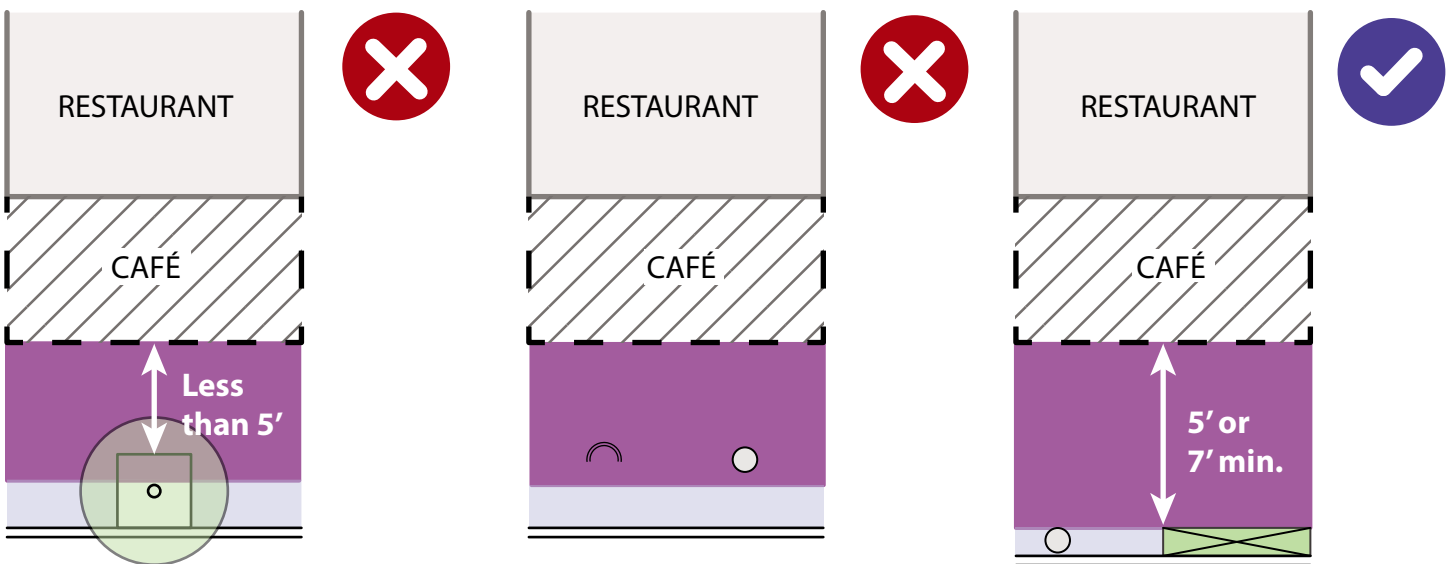


Figure 4.2 Tree grates/planters and other obstructions such as bike racks and/or street signs are not allowed within the sidewalk café's designated Pedestrian Access Route (PAR). The PAR must maintain a minimum 5' width or 7' width throughout, dependent on the adjacent road type.

- C. The pedestrian access route shall be generally straight with no abrupt turns that impair pedestrian circulation.
- D. The pedestrian access route shall not include tree grates or planter areas.
- E. The Director of Transportation may require greater than the minimum width for the pedestrian access route in areas with large volumes of pedestrians.

II. Sidewalk Café and Seating Area Standards

A. Location and setbacks:

1. Permitted area shall be along business frontage, adjacent to the building or curbside, but not both.
2. Minimum setback from restaurant doors or adjacent business doors shall be a minimum of 3-feet clear, and shall meet the requirements of 2009 ICC A117.1, Section 404 for doors and doorways.

3. If permitted area is curbside, the setback to the front face of curb shall be 3' and shall have physical delineation that is difficult to move (such as planters) between the seating area and the curb.
4. Adjacent to street corners, the clear area shall be the greater of:
 - a. The area of intersection of the walkways
 - b. 5-foot setback from curb ramps
 - c. 5-foot setback from the beginning of the curb radius

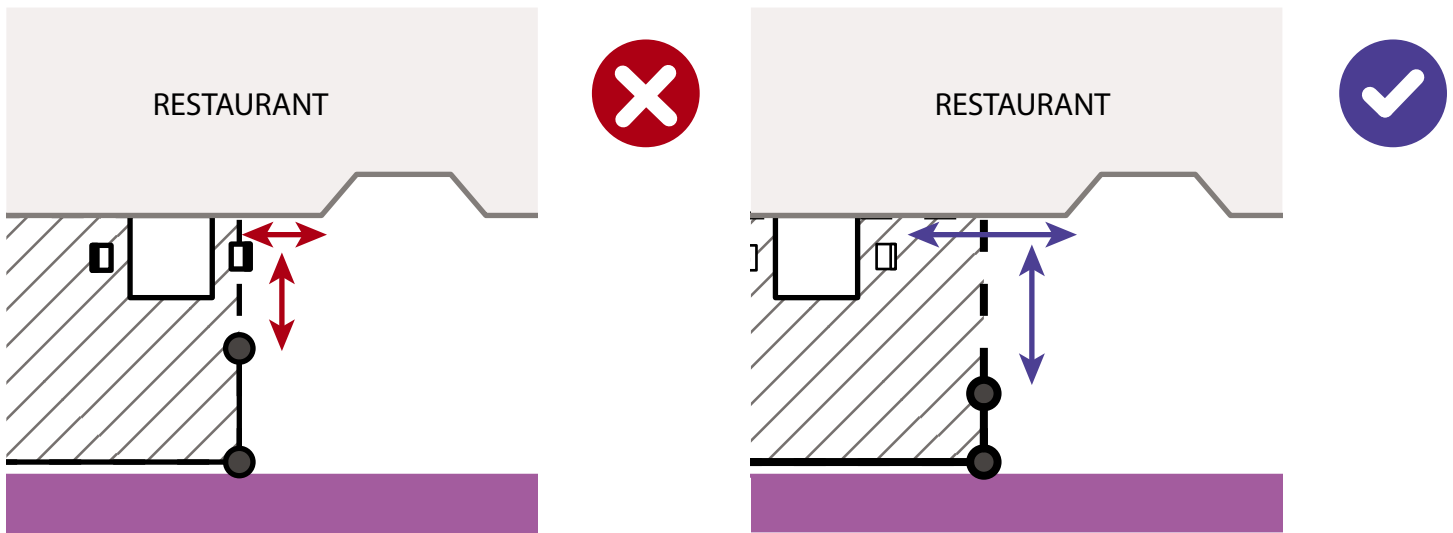


Figure 4.3 The Sidewalk Café dining area must at least be 3' clear from the restaurant doorway as well as maintain a minimum 3' ingress and egress into the Sidewalk Café area.

- B. Delineation is required for a Sidewalk Café permit and may be either sidewalk markings or a vertical barricade.
 1. Sidewalk markings maximize walking and dining space that would otherwise be occupied by a barricade, and their use shall meet all of the following requirements:
 - a. The permitted area must be contiguous to restaurant.
 - b. The sidewalk markings must be at all boundaries of the permitted sidewalk café area.
 - c. The sidewalk markings will be provided and installed by the City. As per WSLCB requirements, approval will need to be obtained from WSLCB when serving alcohol and proposing to use markers instead of the required 42" barrier, the markings will be 6 inches minimum in diameter and spaced no more than 10 feet apart. It is the food service establishments responsibility to comply with the WSLCB requirements.
 - d. Cane navigational delineation (vertical barricades) shall be provided at the leading and trailing edges of the seating area, perpendicular to the building face. Where alcohol is served and 6" markers are used along the length of the sidewalk café, cane navigational delineation at the leading and trailing ends must be 42" in height per WSLCB.

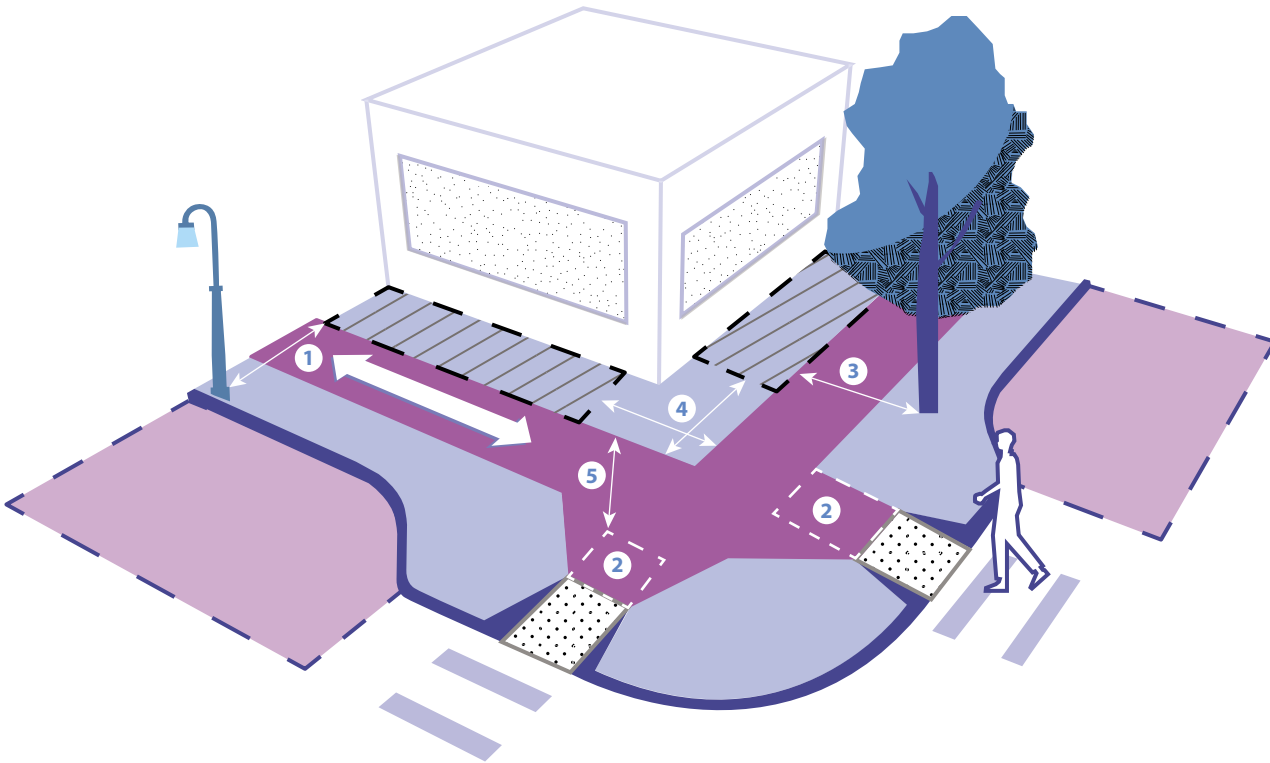
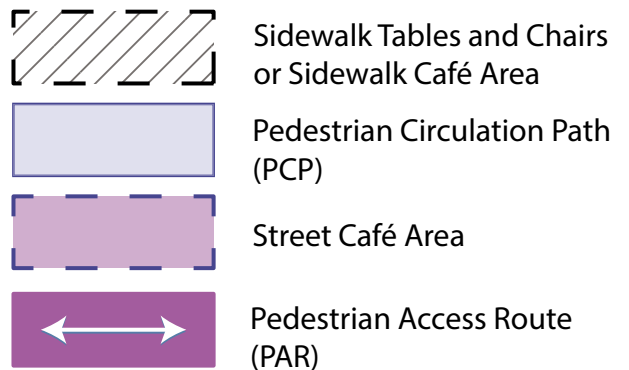


Figure 4.4 Location and setback of Sidewalk Café Area.

- ① If approved, 4' minimum distance from obstructions to Sidewalk Café Area.
- ② Clear landing area at top of ramp is maintained for ADA standards.
- ③ If approved, 4' minimum distance from tree grate to sidewalk café area.
- ④ 5' Minimum distance from curb radius.
- ⑤ 5' Minimum separation from curb ramp.



2. Vertical barricades may be fencing, railing, stanchions, planters, or other approve elements. The entire barricade, including bases, must be within the permitted area, and shall meet the following requirements:
 - a. Vertical barricades shall be between 30 and 42 inches in height. If alcohol is served, they shall be 42 inches in height unless City 6" markers noted above are used (cane detection is still required at leading and trailing ends of the sidewalk café).
 - b. Vertical barricades must be detectable by cane having a toe rail or horizontal rail, chain or rope (chain, rope, etc. pulled tight allowing substance for cane detection) less than 27 inches above the sidewalk or other vertical cane-detectable elements spaced no more than 24 inches apart horizontally.
 - c. Where alcohol is served, opening of vertical barricades into and out of the sidewalk café footprint shall not exceed 10-foot total combined opening along each side of the sidewalk café, per WAC 31403-200. Must maintain ADA required cane detection.
 - d. Fencing style barricades must be generally transparent, not solid.
 - e. Vertical barricades must be constructed of finish quality materials such as steel, safety glass or finished wood. Plastic, unfinished wood, or pressure-treated wood is not allowed.

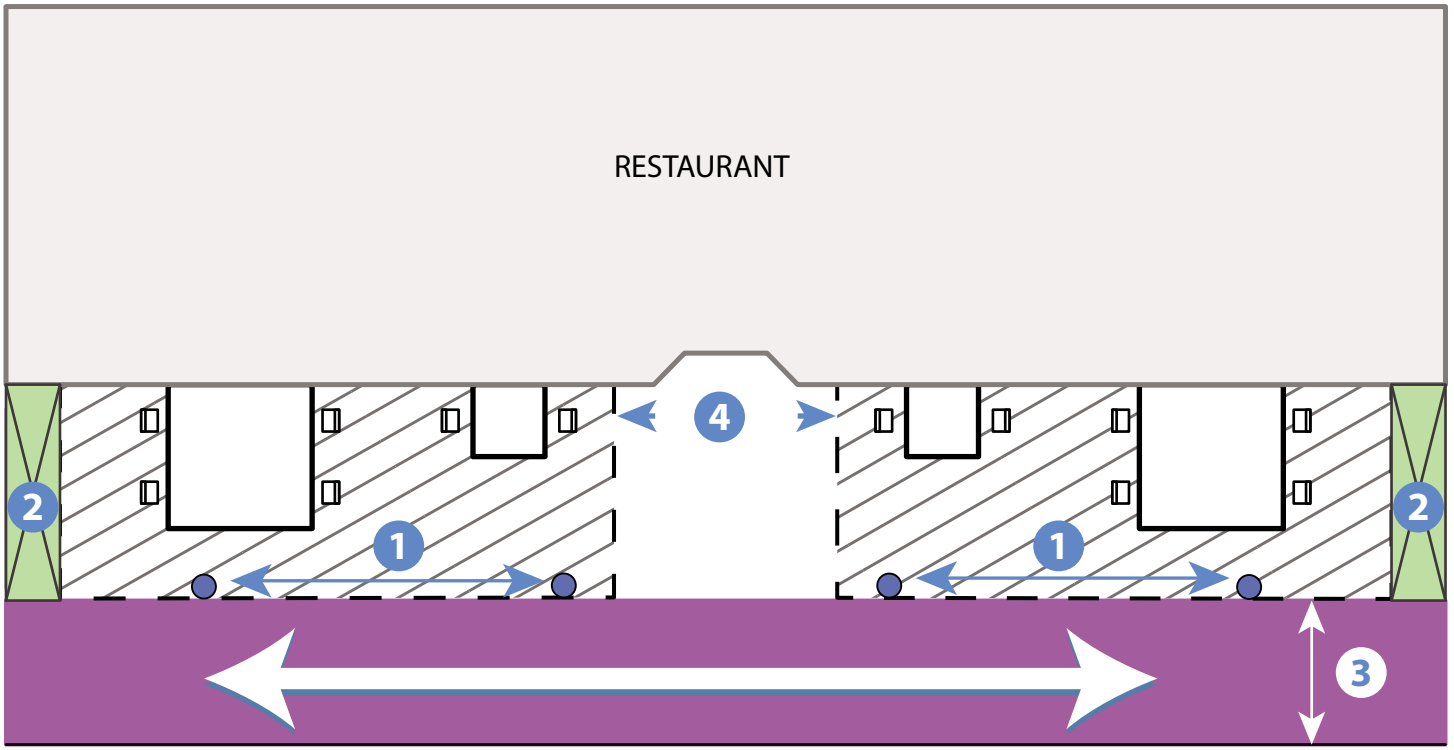






Figure 4.5 Sidewalk Café with 6" diameter city markers for delineation.

- ① 6" Diameter markings placed 10' maximum apart.
- ② Vertical barrier placed perpendicular to building at lead and trail end of café area for cane detection.
- ③ Minimum 5' pedestrain access route on non-arterial road.
- ④ Café seating is minimum 3' clear from building entrance.

-  Sidewalk Café Area
-  Pedestrian Access Route (PAR)
-  Planter
-  6" Diameter City Markers

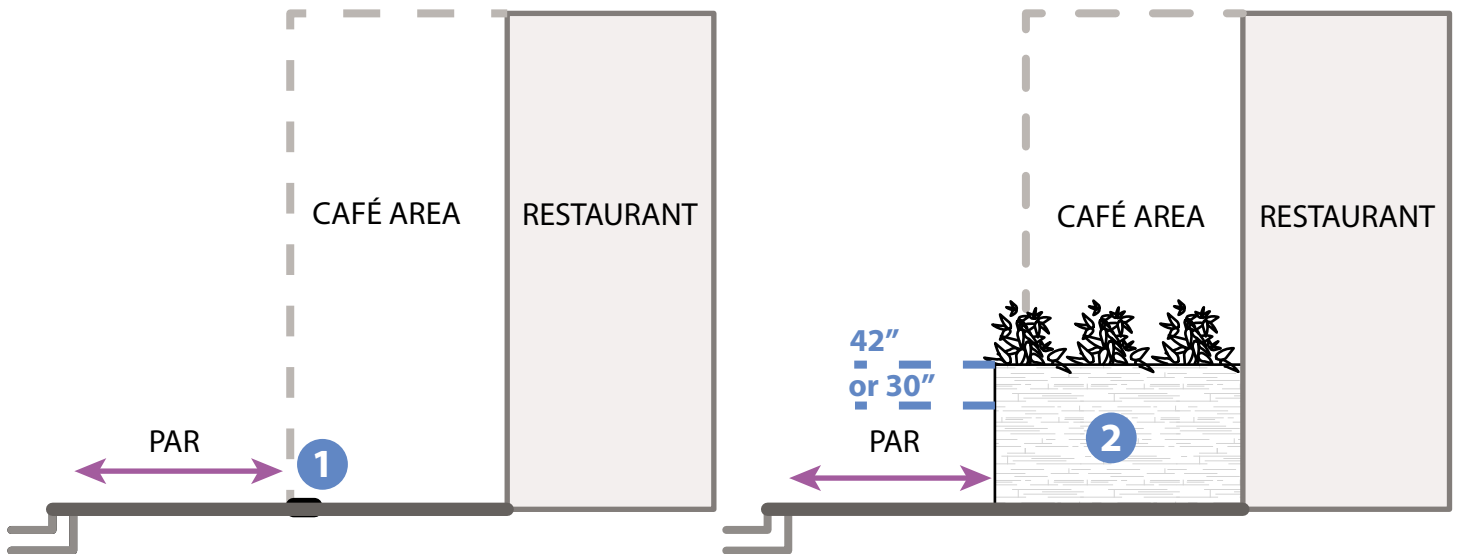


Figure 4.6 Elevation (Side) view of Sidewalk Café markers and barriers.

- ① 6" Diameter City provided sidewalk café marking, spaced maximum 10' apart within café area.
- ② Vertical barrier placed perpendicular to building at lead and trail ends of café area for cane detection. 42" Minimum if alcohol is served or 30" minimum if no alcohol is served.

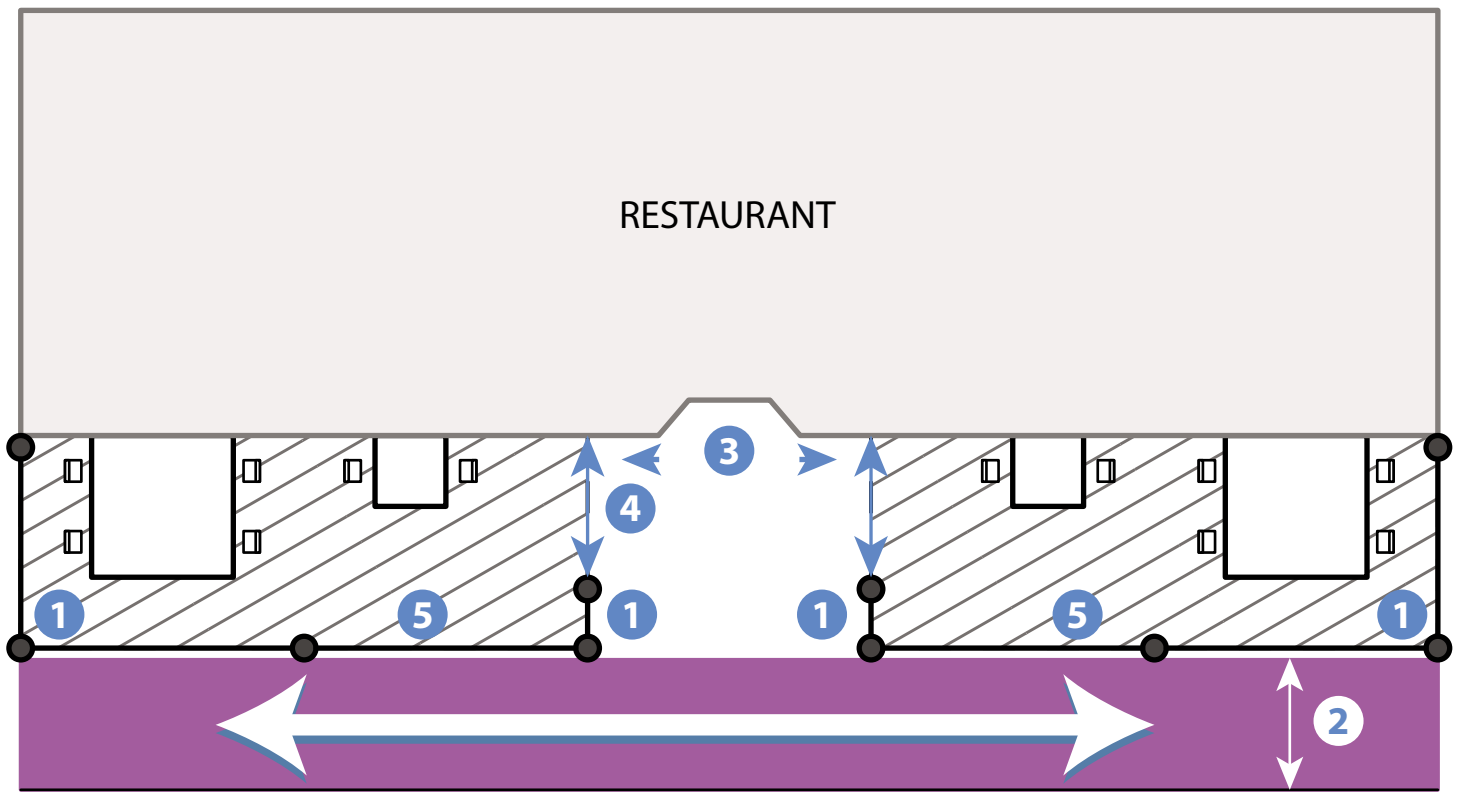
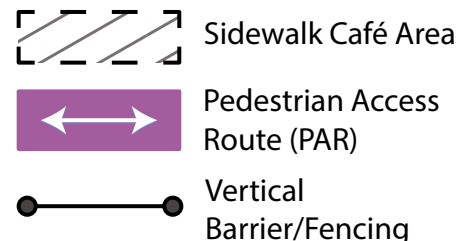


Figure 4.7 Sidewalk Café with barriers.

- ① Vertical barrier placed perpendicular to building at lead and trail end of café area for cane detection in the permitted sidewalk café area.
- ② 5' Minimum Pedestrian Access Route (PAR) on non-arterial road.
- ③ Café seating is a minimum of 3' clear from the building entrance.
- ④ Combined entrance into sidewalk café is less than 10' (if alcohol is served).
- ⑤ Vertical barriers may be required if alcohol is served.



- f. Vertical barricades must be free-standing and sturdy. Bolting to the sidewalk is not allowed.
- g. If a vertical barricade is used and there is no entrance/exit directly to the public space but only into the restaurant, an additional review and permit will be required by the Building Department.

C. Seating

- 1. All seating and tables must be moveable for ADA access. It is the food service establishment's responsibility to comply with Title III of the ADA.
- 2. Required area per occupant/chair is 15 square feet or as determined in accordance with Chapter 10 of the IBC, as adopted by the City.
- 3. Seating and tables cannot obstruct restaurant doors or exits.
- 4. Material shall be heavy molded plastic, resin wicker, decorative metal or finish grade wood.

5. Seating and tables shall not be placed on tree grates or planter areas.
- D. Decorative planters may be located in the seating area but must be fully within the footprint of the permitted Sidewalk Café area.
- E. Umbrellas are allowed within the footprint of the permitted sidewalk café or seating area, but the lowest part of the umbrella must not be less than 6'-8" above the sidewalk surface when fully opened. Umbrellas may encroach on the pedestrian circulation path outside of the permitted area provided the lowest part of the umbrella is a minimum of 8 feet above sidewalk.
- F. Heating elements of a type approved by the Fire Marshall are allowed and must be fully within the footprint of the permitted sidewalk café area.

4.B Street Café Permit Standards:

I. Permitted Street Café Standards:

A. Location and Setbacks:

1. The Street Café areas designated for a café, coffee shop, bar and/or restaurants unless otherwise approved by the City, designated areas will generally extend from the face of adjacent business establishment and roadway curb to the edge of the travel lane, whereas, the combined travel lane and shy distance to a parallel vehicle barrier shall be no less than 11.5'.
2. The Street Café area may be located between face curb limits of the street and shall not intrude or encroach into crosswalk areas or into sidewalk areas or curb extensions open to public access and circulation. Street Café may not obstruct public access along sidewalk areas open to the public or encroach into authorized use by a Sidewalk Café or Seating Area Permit.

B. Setbacks:

1. Street Café tables and chairs/benches shall be maintained within the On-Street parking area permitted for use. No items may be moved to planters, curb-extensions or sidewalk.
2. No tables and chairs shall be located closer than 2' from exposed storm drainage grates when unoccupied or occupied. ADA ramps or wait stations may be located over storm drainage grates as long as they can be removed for access and do not interfere with street runoff to the curb/gutter and drainage system.
3. All Street Café features must be positioned in a manner that does not impede access to wheelchair ramps and otherwise meet all ADA and PROWAG accessibility requirements for the general public within the pedestrian circulation path (PAR) and patrons of the establishment within the permitted areas. It will be the responsibility of parties operating under this Permit to provide and maintain ADA accessibility to and from sidewalk areas and internal to dining areas for patrons, wait staff and service workers.

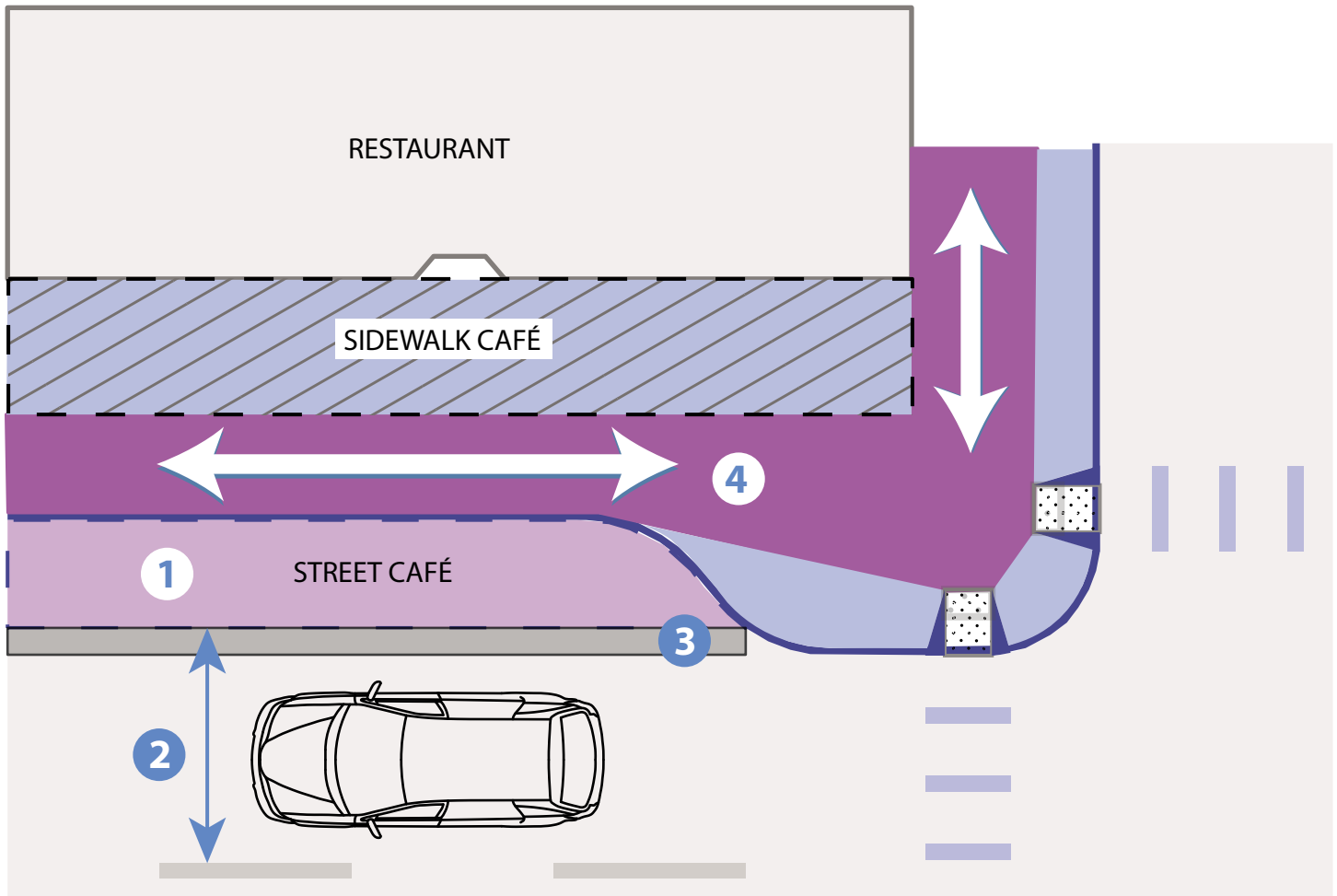
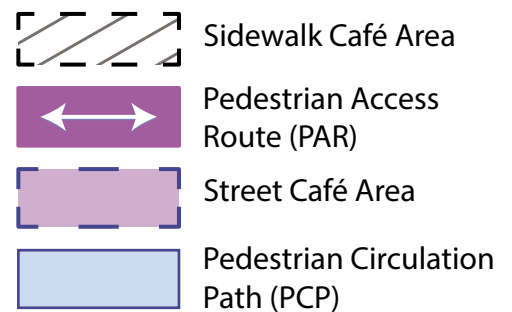


Figure 4.8 Street café locations and setback requirements.

- ① Street café is located between the face of curb and street and does not include or encroach into the sidewalk areas.
- ② The combined travel land and distance to a parallel vehicle barrier is no less than 11.5'.
- ③ Vehicle barriers terminate at and within existing curb extensions.
- ④ The par is a minimum 5' on non-arterial road.



II. Vehicle Barrier Requirements:

- A. Vehicle barriers shall terminate at and within existing curb extensions or face of curb. No abrupt barrier ends will be permitted. Barriers shall meet minimum requirements for roadside safety, including requirements of the Manual of Uniform Traffic Control Devices for areas visible and exposed to traffic.
- B. Vehicle barriers shall meet all applicable traffic safety standards for application with parallel traffic.
- C. There shall be no standing, seating, climbing, setting of materials or other items on top of the Vehicle Barrier at any time.

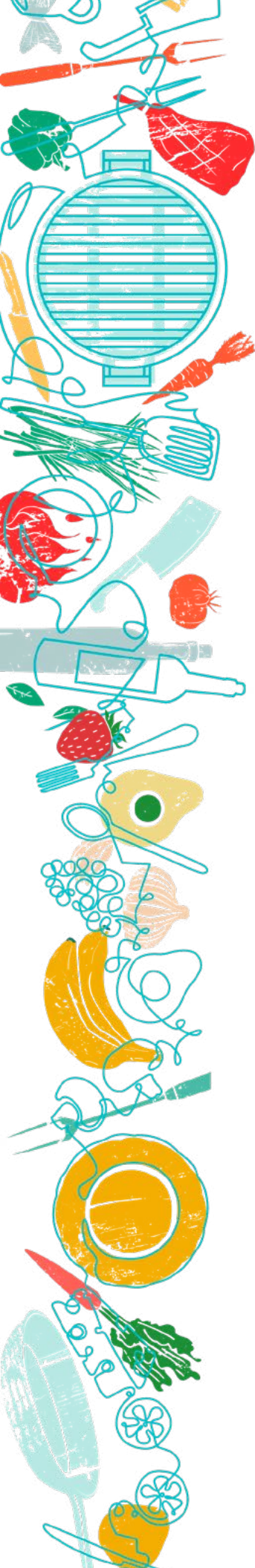


III. Area Standards

- A. If stanchions with rope or tape are used to establish limits in accordance with WA LCB requirements, they shall meet but not exceed 42" in height and have the ability to be removed immediately. If metal or wood railings are used to establish limits in accordance with WA LCB requirements, they may be free standing overhang the curb and extend/return from the curb to the vehicle barrier but shall not be installed on or over the vehicle barrier. No portion of a temporary stanchion or railing system may intrude into ADA spaces. Other railings or other barriers are not permitted within the Street Café area or allowed to extend across or block sidewalks, ramps or doorways or emergency exits.
- B. No floor coverings, dirt, grass, wood chips, sawdust, sand, gravel material or carpets are allowed in the Street Café areas. If the area is to be constructed of an elevated platform of steel or wood to match curb height the surface shall be slip resistant meeting ADA standards. Only artificial turf that meets slip resistance requirements and green in color and that is not attached by adhesives, glue, anchors or other mechanisms may be used and shall cover the entire area; shall be taught and maintained taught so as not to present a tripping hazard; shall not extend into the gutter pan or obstruct storm drainage grates or utility access points; shall not extend under traffic barriers or obstruct access to ADA ramps. The applicant shall clean all debris from any artificial turf applied to maintain a clean environment. No flushing of waste is permitted into the City's storm drainage or sewer systems.
- C. No generators or additional lighting of any kind is permitted within the Street Café area, except DC or solar lighting, which is permitted for menu kiosks, wait staff stations or integral to table umbrellas. No open flames or candles are permitted, and no electrical cords are permitted in the Street Café or across Sidewalks, curb ramps, curb/gutter, etc.
- D. Café, Coffee Shops, Bar and/or Restaurants operating under this Permit are allowed to have small kiosk providing menus for potential patrons to read in making a selection of a seating area.
- E. If small movable planters are to be used for ambiance and compliance with alcohol licenses and establishing limits, they shall be able to be moved immediately. Planters shall not exceed 2' width, 2' depth and 42" in height, including any decorative foliage.
- F. All Street Café features and materials shall be free-standing and shall not be secured to the streets, curbs or sidewalks through bolts, glues, adhesives or other mechanisms that may damage the infrastructure.

Appendix: 5 Forms

Please complete the following forms and upload them to mybuildingpermit.com to complete your application for an Outdoor Dining Area. Detailed walkthrough for submitting your paperwork can be found at <https://bit.ly/3EDJYFK>





Appendix: 5 Forms







Appendix

Bellevue Transportation on Department Permit Number(s)

(Right of Way Team use Only)

Sidewalk Café or Seating Area Site Plan (page 1)

Contact Information:

Property Address: _____

City, State, Zip: _____

Business Name: _____

Owner Name: _____

Phone: _____ Email: _____

Site Plan Drawing Requirements:

(See ROW Sidewalk Café Standards- Section VI: Sidewalk Café and Seating Area Standards for detailed design guidance)

Show all the following in site plan:

- Property Address
- Street Names
- Property Lines
- Business Name
- Entrance(s): Restaurants, Sidewalk Café (if barrier or railing is used)
- Dimensions of: 1. Sidewalk area proposed for Sidewalk Seating Area or Sidewalk Café; 2. Back of adjacent roadway curb to proposed Sidewalk Seating Area or Sidewalk Café; 3. Pedestrian Access Route with Layout (See Section II A-D of Sidewalk Café and Seating Area Standards)
- Locations of Sidewalk Café Elements: tables, chairs, umbrellas, demarcation (pavement markings, railings, planters, etc.), decorative planters or other fixtures and their dimensions.
- Locations of Existing Features: Fire Department connections or standpipes, trees grates/tree wells, fire hydrants, street lights, utility poles, street furniture, bike racks, utility covers in sidewalk, etc. and their distance from proposed Seating Area or Sidewalk Café.

*Include construction details of railings or barriers, if used, with: style, product material, support.

Please draw on next page.

Right of Way Team Notes/Comments:

Appendix



Sidewalk Café or Seating Area Site Plan (page 2)

	Business Name _____ _____	Property Address _____ _____	Scale	North Arrow
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Appendix

Bellevue Transportation on Department Permit Number(s)

(Right of Way Team use Only)

Street Café Site Plan (page 1)

Contact Information:

Property Address: _____

City, State, Zip: _____

Business Name: _____

Owner Name: _____

Phone: _____ Email: _____

Site Plan Drawing Requirements: (See ROW Street Café Permit Special Conditions for design guidance)

Show all the following in site plan:

- Property Address, Business Name, Street Names, and North Arrow
- Locations and Dimensions of:
 - Property lines and boundaries of the establishments (Café, coffee shops, bars, and/or restaurants) frontage, providing dimensions of the area proposed for the Street Café.
 - Limits of the Emergency Access through the full closure or offset and barrier locations for half street closures as provided herein.
 - All traffic control devices and hard traffic barriers to dimensional scale
 - Street crosswalks, and ADA access ramps and dimensions
 - All proposed Street Café elements
 - All Existing Conditions
 - Any Fire Department connections or standpipes at building, if applicable.
 - Existing curb to curb for the proposed Street Café area limits.
 - Pedestrian circulation paths (PAR) including the relationship to all Permitted Sidewalk Café or Seating Areas. The ADA and PROWAG required PAR must be maintained.
 - Restaurant or Café entrances.
 - Stanchions, streetlights or other elements that may obstruct access or emergency evacuation from the street café

*Include construction details of railings or barriers, if used, with: style, product material, support.

Right of Way Team Notes/Comments:

Appendix



Street Café Site Plan (page 2)

	Business Name _____	Property Address _____	Scale	North Arrow
	_____	_____		
	_____	_____		
	_____	_____		

Appendix



Bill-to Form

Your application is a type that requires deposit(s) and may have billable hours. This means you may receive bills in the mail for review or inspection time spent on your project in addition to the fees you pay at submittal, or you will be required to pay at or prior to issuance.

Please send the bills to:

Name/Company: _____

Contact Person: _____

Billing Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Address Changes

Notify Billing Customer Service at 425-452-6860

Billing Liability Changes

Notify Billing Customer Service at 425-452-6860

Ownership Changes

The new owner must provide Billing Customer Service with the ownership transfer date before any billing information can be changed.

City/School/Agency Projects

Use the form for City Applicants and Other Agencies

Signature _____ Date _____

Appendix



Billing Form

This form is only applicable if you are a City of Bellevue department or an outside agency listed below, and you are requesting to be billed for submittal and issuance fees. If you are not listed below, all application fees must be paid at the time of application.

CIP/Work Order/Purchase Order/Reference # _____

Permit/Approval # _____

City Project Information

Other Agency Project Information

Check One	Department	Row Sequence #	Check One	Agency	PO #	Row Sequence #
	City of Bellevue (COB) Parks	294978		Bellevue Schools		114044
	COB Transportation	295060		King County Department of Transportation	KC 100	541675
	COB Fire	295099		King County	KC 200	568614
	COB Utilities	295034		King County Wastewater	KC 300	749926
	COB Info Services	532938		City of Redmond		541621
	COB Arts	532935		Issaquah Schools		308963
	COB Info tech	552341		Sound Transit		552268
	COB Facilities	295032		PO 98884 for Stage III, Linda Smith, 206-689-4922		
	COB PCD	648986		Sound Transit – East Link MOU		1083117
	COB Police	903897				

Project Manager _____ Phone Number _____

Appendix F



Project Timeline (Description of Proposed Use)

Restaurant/Café Information

Business Name: _____

Business Address: _____

City, State, Zip: _____

Will table service be offered? Yes No

Please note city's insurance requirements.

Proposed hours of use 10 p.m. is the latest permitted, per Section III of the Sidewalk Café and Seating Area Standards.(Example: 10 a.m.-10 p.m. daily):

Periods of use during the year (Example: "April through October" or "Year-round")

Will alcohol service be offered? Yes No

Please note WSLCB requirements.

Proposed furniture type and material

(Example: "48-inch black metal round tables and black metal chairs")

Proposed total seating at 15 square foot per chair (number of chairs is dependent on permitted square footage.) (Example: 4 tables with 3 chairs each (12 seats total))

Proposed total square footage (sqft.)

This needs to be an accurate measurement as lease fees are charged per sqft. The total sqft. proposed will determine allowable number of chairs at a minimum of 15 sqft per chair.

Appendix



Letter of Authorization for Outdoor Dining

Owner/Agent: _____

Property Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Tenant: _____

Authorized Representative: _____

Phone: _____ Email: _____

Contact Name (if different than above) _____

As owner(s), I/we verify the sidewalk café/ROW Dining permit will only be operated by a licensed foodservice establishment as defined by King County Board of Health code 5.04.290 and authorize:

Tenant/Authorized Representative _____ to act as Permittee for the City of Bellevue Sidewalk Café and Dining Permit for the property located at:

_____, including the execution of an Indemnification and Hold Harmless Agreement with the City of Bellevue.

Owner's Signature: _____

Owner's Printed Name: _____ Date: _____

In the event of a change in ownership, Tenant shall notify the City of Bellevue and obtain an updated Letter of Authorization.

Tenant's Signature: _____

Tenant's Printed Name: _____ Date: _____

Appendix



Document Waiver Form

When applying online at MyBuildingPermit.com, there will be a list of required submittal documents for each permit. The screenshot example below shows a list of five required documents.

- Bill to Form
- Final Landscape Plan
- SEPA Checklist
- Site Plan
- Storm Water Pollution Prevention Plan (SWPPP)

File Upload
Note: All files must be in PDF format, less than 500MB in size, and have a security setting that allows editing.

Required Documents				
Document Type	File Size	Date Uploaded	View	Action
Bill To Form				Upload
Final Landscape Plan				Upload
SEPA Checklist				Upload
Site Plan				Upload
Storm Water Pollution Prevention Plan (SWPPP)				Upload

Document Waiver Instructions

If you believe a required submittal document is not applicable to your project, upload this waiver form in place of the actual required document and tell us why you think the document is not required for your project. For example, if you believe the SEPA Checklist is not required for your project, upload this waiver form in place of an actual SEPA Checklist and tell us why.

If there are multiple documents to be waived, upload one waiver form for each required document.

Document Name _____

Reason why this document is not required for the project

Please Note

During project review, a reviewer may require you to submit a document that was originally waived at submittal.

Email permit@bellevuewa.gov or call the permit center at 425-452-4898 for more information.

Appendix



Washington State
Liquor and Cannabis Board

Licensing and Regulation
1025 Union Ave SE
PO Box 43098
Olympia WA 98504-3098
Phone: 360 664-1600
Fax: 360 753-2710
www.lcb.wa.gov

License Number

Trade Name

UBI Number

ADDED ACTIVITIES AND ACKNOWLEDGMENT FOR SIDEWALK CAFÉ SERVICE

Added Activities Processing Information

1. Please review and sign this form. An unsigned form cannot be processed.
2. Submit this form and any required documents to the above address.
3. Number 2 below requires additional documents to be submitted with this form.
Note: *If you are an existing liquor licensee adding an outside service area please direct your questions to Customer Service at 360-664-1600*
4. Please contact your city or county officials directly to obtain their required street use activity permits.

I am submitting this form because I want to have Sidewalk Café service at my licensed location.

I understand the following requirements for having this service:

1. The sidewalk café area is for the exclusive use of the liquor licensee, who is also responsible for the conduct in this area.
2. The licensee will submit two sets of floor plans showing the existing premise with a doorway that leads from the inside of the premise into the outside of the service area. Professional blueprints are not required. The plan does not have to be drawn to scale.
3. The sidewalk café area must be enclosed with a barrier at least 42 inches in height, or approved demarcation.
4. Food must be available in the sidewalk café area when liquor is being served.
5. Alcoholic beverages must be prepared in the liquor service area inside the licensed premises.
6. The sidewalk café area must be occupied at **all** times by a designated employee responsible for the control of the area.
7. Lighting in the sidewalk café area must comply with WAC 314-11-055. The area cannot be darkened. Employees must be able to read patron ID and view patron behavior.

I certify by my signature below that I/we meet and will continue to maintain the above requirements as long as I/we hold the sidewalk café privilege.

Print Name: _____

Signature: _____

Print Title: _____

Date: _____

Phone: ()-()-()

E-mail: _____

(for example, sole proprietor, corporate officer, partner, LLC manager or member.)