1. A Standard Site plan must be prepared by an architect, landscape architect or engineer, unless otherwise indicated by Planner assigned.

2. Schedule Pre-Application Meeting at least seven (7) days prior to submittal of application, (Chapter 20, Section 13).

3. Identify zoning district location: CD:____  CN1: ____  CN2: ____  Other: ________________

4. While the following are not typically required to be provided for developed areas pursuing a sidewalk dining permit, the City of Lawrence may require any of these studies contingent upon the outcomes identified in your pre-application meeting; Traffic, Drainage, Storm Water Pollution, Downstream Sanitary Sewer Analysis and Photometric Plan.

5. Your site plan must be drawn to scale with the top of the plan distinctly marked as North.

6. Location map on site plan, (an aerial view is acceptable).

7. Diagram showing the seat configurations within the sidewalk dining area (provide a sample picture of table and chair). Show layout of sidewalk dining area include the following dimensions: width and length of dining areas, (please note any future change to the seat layout will require a change to the site plan).

8. Show distance between railing and all obstructions in the right of way including trees, raised planting areas, bike racks and other type materials (a MINIMUM of 6’ separation required).

9. Include detail of railing elevation including height, (railing max. height is 45”, 36” is recommended). Include a note that railing is not attached to building.

10. If applicable, provide information regarding the type, design, style of awning or umbrellas. Also, please provide amplified music or sound logistics in this designated area.

11. Provide separate legal descriptions of the property and sidewalk dining area square footage.

12. Show location of existing structures associated with the sidewalk dining floor area and entrances to all structures.

13. Indicate location, height, and material for screening walls, (If any proposed).

14. Show the location, direction and amount of illumination of any proposed lighting. Provide information on screening proposed for the lighting and steps taken to prevent glare.

15. A proposed topography survey is only required if grading is proposed on project site plan. Provide grading plan if changes in grading is proposed.

16. Include elevation drawing(s) or photo(s) simulation of building with proposed improvements.

17. If not located in the Downtown Commercial District (CD) District, please note the required number of off-street parking spaces and the actual number of parking spaces existing.
### Utilities Department:

a. Show and label the existing public waterline on the site plan.

b. Show and label the existing water service line and meter location on the site plan.

c. Note if dining enclosure will impact the existing water meter or the ability to read the water meter.

d. Show and label the existing public sanitary sewer line and private sanitary sewer service line on the site plan.

e. Interior fixture count:
   - Provide a note on the site plan confirming that there are no changes to the interior plumbing fixtures with the proposed modifications in the site plan or any other modifications at that location.
   - Only provide a modified interior plumbing fixtures count if there are planned changes to the interior plumbing fixture count as part of the proposed modifications in this planning submittal or modifications in a concurrent planning submittal for this location.

### Fire Department:

a. Fire Department Connections for buildings that are protected with fire suppression systems: The location of the fire department connection inside the enclosed dining area needs be unobstructed at all times.

b. Exiting: Maintaining exiting widths and egress components if applicable.

c. Awning construction material: The frame needs to be non-combustible. The material of the awning needs to meet the flame propagation performance criteria of NFPA 701.

### List the following conditions that hold the licensee accountable for compliance with this approved site plan; Use of Right-of-Way Agreement; all applicable City Code provisions; and Guidelines For Sidewalk Dining Areas. (Show as Notes on the Face of the Site Plan):

a. The sidewalk dining area is not being used when the restaurant or food service establishment is closed;

b. Advertising signage is not present in the sidewalk dining area except for the name of the establishment on chairs or tables as approved by the City, or as otherwise permitted by City Code;

c. All amenities including railings, barriers, chairs, and tables are maintained in good condition;

d. Six (6) feet of unobstructed pedestrian clearance is maintained between the perimeter fence and curb, tree, or any other improvement in the right-of-way;

e. Any and all umbrellas are maintained at a height no less than 80 inches from the sidewalk surface to the lowest part of the umbrella’s opened canopy.

f. Any amplified music or sound complies with the city’s noise ordinance;

g. There is no blockage of building entrances or exits in the sidewalk dining area;

h. The sidewalk dining area; the area from the front building façade to the curb line; and five (5) feet along the adjacent sidewalk to both sides of the sidewalk dining area, contain no trash;
i. No trash or refuse storage containers are in the sidewalk dining area or on adjacent sidewalk areas;

j. Stormwater needs: Pursuant to Section 9-902 of the City Code, sidewalk dining areas must be managed to prevent stormwater pollution:
   ✓ Food waste, trash, cigarettes and other solid wastes must be contained, collected, and disposed properly. Collection must be frequent enough to prevent wastes carried off by wind or stormwater runoff;
   ✓ Wastewater from the cleaning of pavement, buildings, furniture or other outdoor surfaces must be collected and discharged to the sanitary sewer system or other approved wastewater treatment process. Installation of a nearby sanitary sewer cleanout is recommended for this purpose;
   ✓ Pavement and furnishings must be cleaned frequently enough to prevent contamination of stormwater runoff.

k. Food preparation is not permitted within sidewalk dining areas;

l. If the establishment no longer has a current sidewalk dining license, the Codes Enforcement Division will contact the former licensee or owner of the premises to require removal of the railing or other amenities (chairs, tables, etc.) remaining in the right of way.

m. For sidewalk dining licensees with a valid drinking establishment license or cereal malt beverage license and City Commission approval to sell, and its patrons to possess and consume alcoholic beverages or cereal malt beverages in the public right of way, the Codes Enforcement Division will inspect the sidewalk dining area to ensure compliance with the following:
   i. Possession and consumption of alcohol in the sidewalk dining area is limited to patrons seated at tables;
   ii. An employee of the licensee is working in the sidewalk dining area, or otherwise able to monitor the sidewalk dining area, to prevent alcoholic beverages or cereal malt beverages from leaving the licensed premises and to ensure compliance with other alcohol related provisions;
   iii. All alcoholic beverages or cereal malt beverages consumed in the sidewalk dining area are in appropriate containers (no glasses, cans or bottles) unless the establishment demonstrates it meets the 55% food sales requirement;
   iv. No taps, kegs, coolers, or other alcoholic beverage or cereal malt beverage storage devices are used in the sidewalk dining area.

22. Applicant is responsible for adhering to the public notice process of a proposed site plan according to Section 20-1305(g)(1). Failure to provide proof of notice will result in a determination of an incomplete submission.