Sidewalk Dining Site Plan
Interactive Resource Page

Sidewalk Dining & Hospitality
Site Plan Process

Pre-Application Meeting
(7 Days Prior To Submittal - FREE To Applicant)

Application Submitted to PDS
- Complete application submitted by applicant
  - PDS Administrative staff reviews for completeness
    (includes electronic and paper plans)
- Site Plan Fees are collected: $50 (One Time Fee)
- Entered into Innoprise Database & Planner Assigned

County Clerk's Office Sidewalk Dining & Hospitality License
- Complete Application and contact City Clerk's Office
  - Directly: (785)832-3308
  - Sidewalk Dining License: $3.50 per Sq. Ft.
  - Expires annually on November 01
  - Not transferable
  - Sign use of Right-of-Way Agreement

Application Reviews

Planning
(Sidewalk Dining & Hospitality)
- Zoning
- Use
- Parking
- Exterior/Facade Changes
- Historic Design Review if applicable
- Floodplain Development Permit if applicable
- Planner Assigned

Development Services
(Sidewalk Dining & Hospitality)
- Building Code Requirements
- ADA
- Other codes may apply if applicable

Fire Prevention
(Sidewalk Dining & Hospitality)
- Fire Code Review
- Exiting Requirements
- Other codes may apply if applicable

First Round of Review Comments
Sent out within 15 Business Days of Submittal
(Contingent on Complete Applications)

Revision comments sent out by PDS Plan Reviewer to applicant for resubmittal, (if applicable).

Proposed Site Plan
- Schedule to BCC agenda
- Public notice process
- Public Hearing and BCC decision rendered:
  - Approval
  - Approval with Condition
  - Denial

Average Timing for Service
(Timing Contingent of Complete Application Submittal) 7 Days Before Submittal

Pre-Application Meeting
1 WK 2 WK 3 WK 4 WK 5 WK 6 WK
Site Plan Review Timing

Historic Design Review
- Historic Resource Commission, if applicable.

Historic Preservation Design Review
- Administrative Review (10-15 Days), if applicable.

Resources

Site Plan Application
Sidewalk Dining & Hospitality License

Sidewalk Dining Code
Requirements for License - Chapter 6, Article 12 (6-1202)

Administrative Compliance Procedures
(Enforcement Measures)

Downtown Area Design Guidelines:
Part Three/Sidewalk Dining & Hospitality (Pg. 80)

Use of Right-of-Way
City Code establishes the Use of Right-of-Way, (Chapter 16, Article 9)

Noise Ordinance 6088

Police Dept. Noise Problems

Other Land Development Code:
- Pre-Application Meeting (Ch. 20, Sec. 13)
- Base District Distinction (Ch. 20, Sec. 2)
- Use Table (Ch. 20, Sec. 4)
- Public Notification Process (Ch. 20, Sec. 1305(g)(1))
- Lighting Standards (Ch. 20, Sec. 11)
- Application Review Guidelines for PDS: (Ch. 20, Sec. 13)
- Violations Penalties and Enforcement (Ch. 20, Sec. 16)
- Terminology For Land Development (Ch. 20, Sec. 17)