



APPLICATION SUBMITTAL CHECKLIST Administrative Use Permit (AUP) - Outdoor Dining (Private Property)

GENERAL INFORMATION

- Outdoor Dining on private property requires review and approval of an Administrative Use Permit (AUP) through the Current Planning Division, in accordance with Culver City Municipal Code (CCMC) Chapter [17.530](#).
- This checklist identifies the minimum submittal requirements for an Outdoor Dining AUP, including:
 - Required Documents
 - Plan Requirements
 - Required Planning Division Fees
 - Public Notification Requirements
 - Requirements After AUP Approval
- Prior to submitting an application, please contact the Current Planning Division to obtain information specific to your proposed project.
- All items identified by the Current Planning Division below must be included in the digital and paper copy application submittal. The City may request additional items or drawings beyond the minimum requirements if deemed necessary for review.

REQUIRED DOCUMENTS

- Completed Outdoor Dining Project Application form signed by the property owner or with a signed notarized letter of authorization from the property owner, if applicant is not the property owner.
- Proof of ownership (e.g., Grant Deed, Preliminary Title Report within six months, etc.).
- Alcohol License(s) from the California Department of Alcoholic Beverage Control (if the business currently sells alcohol)
- [Storm Water Planning Program Priority Project Checklist](#).
- Photographs of existing property conditions, from all viewpoints, including existing building(s) or development, and identifying existing area to be used for outdoor dining.
- One (1) PDF digital set and three (3) sets of paper plans (11" x 17") prepared by a qualified design professional and specifically including:
 - Site Plan (existing and proposed)
 - Floor Plan, including Outdoor Dining Layout Plan
 - Outdoor Dining Furniture and Fixture Images, Elevations, and Specifications

Please staple hardcopy plan sets along the left margin and fold to approximately 8 1/2" x 11".

For additional details, see "Plan Requirements".

PLAN REQUIREMENTS

The plans required by checklist item #6 submitted as part of the AUP application must meet the following minimum requirements.

❖ General Requirements

- Plans must be prepared by a qualified design professional(s).
- Plans must be clear, legible, and scaled accurately.
- Plans shall be drawn to the scale indicated on the plans and include a scale bar.
- Plans shall include an arrow showing true north, and "project north" if different from true north.
- Plans must be to scale, using standard architect and/or engineering scale (1/8", 1/4", 1/16", etc. or 10", 20, 30, etc.).
- Plans shall indicate the date drawn and/or updated.

Plan Requirements continued on following page.

PLAN REQUIREMENTS, CONTINUED

❖ Site Plan Requirements and Content

Provide an existing site plan (showing property layout without outdoor dining area), and a proposed site plan (showing property layout with outdoor dining area), including the following minimum content:

Project Data:

- Address(es) associated with the buildings and tenant spaces on the subject property.
- A Project Summary Table including the following information:
 - Detailed project description/scope of work.
 - Legal description of property (lot, block, and tract).
 - Assessor's Parcel Number (Book, page and parcel).
 - Total lot area.
 - Total gross floor area of the existing and proposed buildings and other structures such as pergolas, trellises, and similar.
 - Total gross floor area of the business' interior tenant space.
 - Total number of existing and proposed vehicle parking spaces.
 - Total number of bike parking spaces (short term and long term) provided.
- A Parking Summary Table indicating the existing and proposed number of standard, compact, accessible vehicle parking spaces including van-accessible and standard accessible.
- Proposed Outdoor Dining Summary Table including:
 - Total outdoor dining area (sq. ft.).
 - Number of total tables and chairs.
 - Number of wheelchair accessible tables, and dining counter wheelchair accessible spaces.

Site Layout:

- General Property Layout:
 - Show and dimension property boundary lines (Include and label City limit lines, if applicable).
 - Outline the location of all existing and proposed buildings and structures, and identify footprint of tenant space.
 - Proposed outdoor dining area location and footprint.
 - Dimension of building setbacks from all property lines and building separations.
 - Label the use of all buildings and other structures (pergolas, trellises, and similar)
 - Show all driveways and aprons and identify vehicle and pedestrian entry and exit points.
- Parking Lot Layout:
 - Show all vehicle parking spaces. Consecutively number all parking spaces.
 - Provide dimensions of parking stalls, aisle widths, and parking space back-up clearances. Indicate angle of parking stalls.
 - Label parking spaces by type (standard, compact, accessible (standard/van), and accessible path of travel.
 - Show location of any short term and/or long-term bike parking spaces on-site.
- Location of other on-site features:
 - Show location of any existing and proposed lighting fixtures (wall-mounted, canopy-mounted, or freestanding).
 - Show location of all existing and proposed fences, walls, railings. Indicate the height, material, and color of all fences, walls, railings.
 - Show location of all landscape planters or islands.
 - Differentiate between paved and landscaped areas.
 - Show all utility lines and poles on-site.
 - Show areas devoted to any easements.
 - Show drainage of the site indicated by flow lines.
 - Show location of all existing mechanical/electrical/plumbing equipment (A/C condenser, water heater, transformers, electric meters).
 - Show location of existing or proposed trash enclosure or waste storage areas, and grease interceptors.

❖ Floor Plan and Outdoor Dining Layout Requirements and Content

Provide a proposed floor plan of the interior tenant space, and outdoor dining layout plan, including:

- All interior and exterior walls of the tenant space, and dimensions of the tenant space measured to exterior walls, or to centerline of demising walls.
- Wall legend identifying existing walls to be demolished or to remain, and new walls.
- Location of existing and proposed windows and doors.
- Existing and proposed restroom facilities, including plumbing fixture counts.
- Outdoor dining area and dimensions.
- Location of proposed outdoor dining furniture, fixtures, and equipment, with corresponding legend, keynotes, and/or schedule.
- Identify existing and proposed flooring of outdoor dining area (e.g., tile, pavers, concrete slab).

Building Safety Information:

- Provide an egress or code analysis plan showing existing and proposed occupant load, required exits, paths of egress, and plumbing fixture count ([Minimum Plumbing Facilities](#)).
- Show and dimension aisle widths, accessible path of travel, and means of egress for the outdoor dining area.

PLAN REQUIREMENTS, CONTINUED

❖ Outdoor Dining Furniture Plan Requirements

Provide images and specifications/cut sheets of proposed outdoor dining furniture, fixtures, and equipment, with references to their location on the floor plan/outdoor dining layout plan. Furniture, fixtures, and equipment includes, but is not limited to:

- Chairs
- Tables
- Shade structures
- Fences/walls or other barriers, railings
- Shade umbrellas
- Planter boxes
- [Outdoor heating devices](#) (e.g., patio heaters)
- Exterior lighting (wall mounted, freestanding, etc.)

REQUIRED PLANNING DIVISION FEES

Planning Division Fees

Payable upon AUP application submittal:

- \$4,410.64 – AUP Application Fee.
- \$230.00 – Environmental Assessment Fee.

Payable during AUP application review:

- \$1.00 per mailing label – Public Notification Fee. (Typically ranges between \$200-\$800. Actual fee may vary depending on public notification radius).

PUBLIC NOTIFICATION REQUIREMENTS

Public notification of the proposal for outdoor dining is required as part of the Administrative Use Permit process in accordance with CCMC [Section 17.630.010](#).

Upon submittal of the AUP application, the assigned Case Planner will confirm the appropriate public notification boundary, and provide a sample radius map to the applicant.

The applicant is responsible for providing to the Current Planning Division the following items prepared by a [consultant](#):

- Radius map (two legible sized maps, and one 8½" x 11" map), in accordance with the [Instructions for Preparing a Radius Map](#).
- Two (2) sets of gummed mailing labels, one (1) physical copy of the mailing labels, and one (1) digital copy of the mailing labels, which shall identify the consecutively numbered properties including Assessor's Parcel Number (APN), owner names and mailing addresses of all property owners and all occupants within the specified public noticing radius (minimum 500 feet, with possibility for boundary to be extended).
- Signed Certified Property Owner's List Affidavit (form will be provided by staff).
- Upon receipt of public notification materials, the applicant will be charged the Public Notification Fee of \$1.00 per mailing label.

Note: The Current Planning Division will draft and mail the public notice using the public notification materials provided.

AFTER AUP APPROVAL

Building Permit Required

After approval of an AUP, the applicant shall submit a [Building Permit Application](#) along with 4 sets of [plans](#) to the Building Safety Division located on the 2nd floor of Culver City City Hall (9770 Culver Blvd. Culver City, CA 90232). Separate permit is required for [Mechanical](#), [Electrical](#), and/or [Plumbing](#) (MEP).

Consult Building Safety at (310) 253-5800 or building.safety@culvercity.org for more information about Building and MEP Plan Check and Permit requirements.

Building Safety and Public Works Fees

Payable after approval of an AUP, as part of the Building Permit plan check process:

- Building and MEP Plan Check and Permit Fees, assessed by the Building Safety Division (per permit fee schedule).
- Sewer Facility Fees, assessed by Public Works Department (fee varies; calculated by number of dining seats and square footage). Consult the Public Works Engineering Division at (310) 253-5600 with questions regarding this fee.