In response to the COVID-19 pandemic, the City of Lakewood is authorizing qualifying businesses to temporarily use privately-owned common areas, and parking spaces of the business premises for outdoor sales and services to increase business sales.

**Submittal:**
- Submit Temporary Outdoor Permit Application with property owner authorization.
- Submit a legible site plan of service/dining area layout.

**Requirements:**
- Outdoor service/dining area must observe shop’s normal business hours of operation.
- A physical barrier must be provided to prevent vehicle intrusion.
- Possess a valid City of Lakewood business license as of date of application.
- Outdoor dining/service area must maintain ADA and Fire accessibility.
- Businesses shall comply with all State and LA County Public Health requirements.

To apply electronically, please visit: [www.lakewoodcity.org/TOP](http://www.lakewoodcity.org/TOP)

If you would like more information, please reach out to:

Paul Kuykendall  
562-866-9771, ext. 2344 • pkuykendall@lakewoodcity.org

David Barboza  
562-866-9771, ext. 2341 • dbarboza@lakewoodcity.org
PROGRAM POLICY: The Temporary Outdoor Permit program allows Lakewood businesses to operate retail shopping, personal services, and sit-down dining in outdoor facilities in conformance with recent public health directives regarding COVID-19 social distancing requirements. Businesses may use outdoor areas such as parking spaces, sidewalks, and landscaped turf areas under certain conditions. All temporary business areas shall comply with all California COVID-19 Guidance.

BUSINESS NAME: ____________________________

BUSINESS ADDRESS: ____________________________ ZIP CODE

BUSINESS OWNER NAME: ____________________________ PHONE: (___) ________

BUSINESS OWNER E-MAIL ADDRESS: ____________________________________________________________________________________________

Proposed outdoor business area to be used (check at least one box and fill in the requested number):

☐ Parking spaces (up to 30% of approved parking spaces may be used): ________ If Applicable
   Number of seats: ________

☐ Sidewalk/hardscape – dimensions or square feet: ____________________________
   Number of seats: ________

☐ Landscape (grass) – dimensions or square feet: ____________________________
   Number of seats: ________

☐ Other Common Area – describe and include number of seats: ____________________________________________________________________________________________

Proposed method of protecting outdoor business area (check at least one box):

☐ Water-filled traffic barriers ☐ Large landscape planters ☐ Not adjacent to driveway

Other (describe ) ____________________________________________________________________________________________

Outdoor Business Program Requirements:
1. Submit a site plan either electronically or in person to the Community Development Department showing the location of the Temporary Outdoor Permit (TOP). For more information, please contact the Planning Division at (562) 866-9771, ext. 2341.
2. The TOP site plan shall include:
   a. All buildings and parking areas on the site.
   b. The proposed outdoor business area (parking areas, common areas, sidewalks, etc.) with the proposed layout of the outdoor business area, including display areas, booths, tables, and seats, including dimensions and area (sq. ft.).
   c. Location and type of outdoor business area protection (traffic barriers, planters, etc.).
   d. Additional outdoor features (umbrellas, outdoor heaters, trashcans, banners, etc.).
3. Approval of this application does not eliminate the need for other permits, licenses or required certificates.
4. All original conditions of approval continue to apply, including hours of operation, noise and lighting restrictions.
5. All ADA and emergency access/exiting requirements apply.
6. Smoking is prohibited in all temporary outdoor business areas.
7. The City of Lakewood may impose additional conditions of approval as necessary to reduce any identified problems.
8. The business operator shall keep the outdoor business area constantly clean and clear of any litter, trash, debris, and graffiti.
9. This is a temporary emergency measure and may be suspended or revoked at any time at the discretion of the City.
10. The business owner shall return the temporary outdoor business area to its original use within 72 hours of permit termination.
AUTHORIZATIONS

INDEMNIFICATION
The applicant, property owners and their successors-in-interest shall protect, defend, indemnify and hold harmless the City of Lakewood, its officers, employees, and agents from any claim, action, proceeding, liability and costs relating to or concerning the City's actions concerning this project, including (without limitation) any award of litigation expenses in favor of any person or entity who seeks to challenge the validity of any of the City's actions or decisions in connection with this project. The City shall have the sole right to choose its counsel, and the property owners and/or applicant(s) shall reimburse the City's expenses incurred in its defense of any lawsuit challenging the City's actions concerning this project.

Business Owner Signature: _______________________________ Date: __________________

Property Owner/Authorized Agent Signature: ___________________________ Date: __________________

BUSINESS OWNER STATEMENT
I certify that I am presently the legal owner of the above-described business. Further, I acknowledge the filing of this application and certify that all of the information on the application is true and correct. I grant permission to the City to conduct site visits necessary to investigate the proposed project. I attest that my business has obtained and is following these regulations and any other local, state and federal regulation that relate to this proposed business.

Business Owner Signature: _______________________________ Date: __________________

PROPERTY OWNER STATEMENT
I certify that I am the legal owner or authorized agent of the legal owner of the above-described property on which the reference business is located. Further, I acknowledge the filing of this application and certify that I grant permission to the above listed Business Owner to use the aforementioned parking spaces and/or other common areas for Temporary Outdoor Dining as described in this application. I grant permission to the City to conduct site visits necessary to investigate the proposed project.

Property Owner/Authorized Agent Signature: ___________________________ Date: __________________

PROPERTY OWNER/AUTHORIZED AGENT NAME:

E-MAIL ADDRESS: __________________________________________ PHONE: (__)__________

PROPERTY OWNER ADDRESS
CITY
ZIP CODE

OFFICIAL USE ONLY – DO NOT WRITE BELOW THIS LINE

PARKING SPACES: Total Approved for use: _______ Total used for outdoor business: _______
RESTAURANTS: Total Approved seating: _______ Total outdoor seating: _______
Comments: ________________________________________________________________

APPROVED BY: _______________________________ DATE: __________________

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