



CITY OF WESTERVILLE  
PLANNING & DEVELOPMENT DEPARTMENT  
ENGINEERING DIVISION

UPTOWN DISTRICT  
OUTDOOR DINING IN THE PUBLIC RIGHT-OF-WAY  
PERMIT APPLICATION  
As Provided for in Executive Order No. 2017-02

Permit #

**BUSINESS REQUESTING PERMIT**

Name:

Site Address:

Website:

County Auditor's Parcel Number:

**APPLICANT**

Name:

Address:

Phone:

City:

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email:

**PROPERTY OWNER** (if different from applicant)

Name:

Address:

Phone:

City:

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email:

- CERTIFICATE OF APPROPRIATENESS from Uptown Review Board ATTACHED**
- CERTIFICATE OF INSURANCE ATTACHED**
- DETAILED DESCRIPTION OF PROPOSED USE OF RIGHT-OF-WAY (EXHIBIT A) ATTACHED**
- DETAILED PLAN OF PREMISES AND SURROUNDINGS (as listed on the second page of this application form) (EXHIBIT B) ATTACHED**

**PLEASE READ ADDITIONAL SUBMISSION REQUIREMENTS  
ON REVERSE SIDE BEFORE SIGNING.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER

\_\_\_\_\_  
DATE

**UPTOWN DISTRICT  
OUTDOOR DINING IN THE PUBLIC RIGHT-OF-WAY  
PERMIT APPLICATION  
Page 2**

**REQUIRED PLANS (EXHIBIT B)**

**The detailed plan of premises and surroundings shall include:**

1. Location of the building, along with the property boundaries
2. Width of the Clear Zone
3. Identification of any Areas of Conflict
4. Total length of area desired for outdoor dining
5. Distance to the nearest crosswalk (where applicable)
6. Distance to the nearest intersection (where applicable)
7. Type, size, and method of installation of fencing or other barriers
8. Location of all existing bus stops, traffic signs, traffic lights, light poles, fire hydrants, trees, planters, bike racks, trash receptacles, doorways, driveways, pedestrian ramps and all other decorative items in the public right of way
9. As part of the application, design and placement of barriers and/or tables, chairs and other fixtures associated with the outdoor dining shall be shown in accordance with the Uptown Westerville Outdoor Dining Rules and Regulations