

# OPEN AIR DINING APPLICATION

225 FIFTH STREET • SPRINGFIELD, OR 97477 • PH: 541-726-3753 • FAX: 541-726-3689



APPLICATION FEE: \$219.45 RENEWAL FEE: \$109.20 (Every Two Years - Includes a 5% technology fee)

All fees are non-refundable

A new application must be completed every two years.

## APPLICANT INFORMATION

Business Name:

Business Owner Name:

Phone Number:

Physical Address:

City:

State:

Zip:

Email Address:

## PROPERTY OWNER INFORMATION

By signing this form, I have authorized the applicant use of the property

Property Owner:

Phone Number:

Mailing Address:

City:

State:

Zip:

Property Owner's Signature:

Date:

## SITE PROPOSAL

Application Type:

New Application  Renewal

Location Type:

Private Parking Lot  Interior Lot

Description of Use:

## LICENSE STANDARDS

- A COMPLETED application will be submitted to Business Licensing.

Attach the following items. (See SMC 7.918 for specific standards):

- A site drawing of the proposed Open Air Dining operating area with appropriate dimensions marked showing the size, placement, and number of all structures.
- If more than 1,000 square feet of new impervious surface is proposed within the operating area, explanation of the stormwater treatment to be provided as required in SMC 7.918(3).
- Stamped engineering drawings of all structural components of any overhead structures including platforms, decking, railing, and overhead structure details.

**SIGNATURE**

By signing this application, I affirm that I lawfully operate an eating establishment on the property where this license is sought.

I understand that this license applies only to the attached configuration and operating area, which cannot be expanded or modified without additional approval from the City of Springfield. I understand that modifications or expansions may require an additional license application and/or payment of additional fees.

I understand that violation of these license requirements, including the conditions listed on the valid license, may result in revocation of the license and/or citation.

Please note that we require a minimum of four (4) weeks to process the application. **INCOMPLETE or MISSING INFORMATION** could delay the review process.

Applicant's Name: (Please Print)	Date:
-------------------------------------	-------

Applicant's Signature:	Phone Number:
------------------------	---------------

Expedited Fee – Additional 50% of Application Fee  Yes      Applicant's Initials \_\_\_\_\_

**Expedited Fee is not a guarantee of approval; specific conditions may apply.**

**Payment must be submitted with application. Make checks payable to: City of Springfield**

# RESOURCE PAGE

- Business Licensing <https://springfield-or.gov/city/development-public-works/application-licenses-and-permits/business-licensing/>
- Building Permits & Applications <https://springfield-or.gov/city/development-public-works/applications-licenses-and-permits/building-permits-and-applications/>
- Engineering <https://springfield-or.gov/city/development-public-works/applications-licenses-and-permits/miscellaneous-permits-and-applications/>
- Eugene Springfield Fire Marshal <https://www.eugene-or.gov/364/Permit-Requirements>
- Planning <https://springfield-or.gov/city/development-public-works/applications-licenses-and-permits/land-use-permits-and-applications/>
- Development Code <http://qcode.us/codes/springfield-development/>
- Municipal Code <http://www.qcode.us/codes/springfield/>

