

Exhibit B
Program Supplemental Checklist

Submittals:

- Encroachment Permit Application (completed and signed)
- Agreement to comply with all Outdoor Dining Performance Standards
- Proof of Business Tax Receipt/Business License
- Insurance Requirements (See pages 5 and 6 of Encroachment Permit)

- Site Plan (must show 5'0" clearance path on sidewalk at all times)
- Description and Photographs of Furniture (every object to be placed in the right-of-way)
- Proposed Outdoor Dining Layout
- Maintenance Plan (includes providing additional trash receptacles and properly disposing of all trash generated by the operation)

If alcohol will be served in the Outdoor Dining Area, the applicant/operator must:

- Submit current copy of ABC License
- Copy of revised layout modification submitted to ABC

If Outdoor Dining Area is proposed to extend beyond the storefront, applicant/operator must:

- Submit a letter indicating permission to use the right-of way from the property owner of the neighboring building.
- Submit a letter indicating permission from the neighboring business operator.

- Compliance with [San Mateo County Outdoor Dining Safety Requirements](#)
- Supplemental Information required by the San Mateo County Health Department must be submitted to the City (i.e., Health Order Social Distancing Protocol (Appendix A))