



**City of Loveland**  
**Loveland Patio Program**  
**Temporary Permit Checklist**



**All of the following information is required to be submitted with a completed Temporary Permit Application.**

- Exhibit A** Site Plan drawing with proposed outdoor dining area dimensions indicated, including sidewalk width and pedestrian right of way that meets required accessibility standards; placement of tables, chairs, umbrellas, tents and other allowable fixtures. If using umbrellas or tents, note how these will be weighted down. See attached Site Plan drawing example for assistance.
- Exhibit B** Lease, deed or other written permission to use the new space proposed for the outdoor seating.
- Exhibit C** If on City property, Certificates of Insurance naming the City as an additional insured in the amount of \$1,000,000.
- Exhibit D** Cleaning plan and Social Distancing plan.
- Exhibit E** Written Control Plan that includes:
  - Hours of operation
  - Signage plans
  - Plans for music or entertainment
  - Security measures
  - Description of barriers used to maintain boundaries of new space to be added
  - Lighting plans
- Exhibit F** **OPTIONAL** Liquor License/Temporary Modification of Licensed Premises – State Form DR 8442 – Permit Application and Report of Changes.

**NOTE: Submittal of an Application is not an approval to set up an Outdoor/Sidewalk Dining Facility. Do not set up your patio before you are contacted by City of Loveland staff. If you have questions regarding the Application or the application process, please contact the City Clerk's office at (970) 962-2000 x9.**

\*Here are sample site plans, one using a Google Earth aerial as a base image. A hand drawn plan with clear dimensions is also adequate.

### Restaurant Name & Address



52" Sidewalk access unobstructed

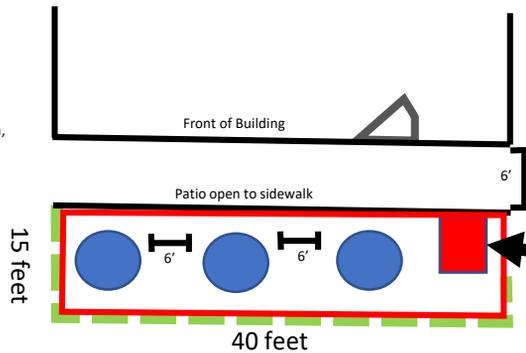
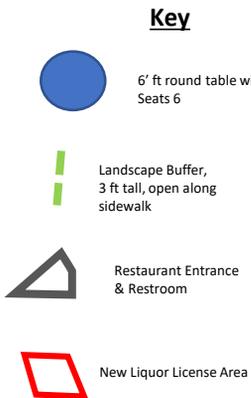
ADA parking and ramp unobstructed

4<sup>th</sup> Street

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\*Hand drawn plan sample

### Restaurant Name & Address



52" Sidewalk access unobstructed. 6ft building to curb

Temporary ADA Ramp to street (patio) level.

*Shopping Center Parking Lot,  
Landlord Permission Letter enclosed.*

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