



Outdoor Dining Permit Checklist

So that we may efficiently review your project in a timely manner, it is important that all required documents and fees listed on the "Submittal Checklist" below are submitted with your application.

SUBMITTAL CHECKLIST

Outdoor Dining Permit (ODP) – Request for ODP

Approval authority – Planning Department.

Property Address: _____

Applicant: _____

- Copy of a valid Zoning Clearance Permit from the Kannapolis Planning Department to operate a business establishment adjacent to the public sidewalk which is the subject of this application
- Proof of current liability insurance as required for this permit
- If applicable, proof of any ABC license, health permits or other state permits for the business involved (list attached)
- If applicable, written consent of adjacent landowners and businesses if the proposed temporary encroachment will extend across adjacent businesses or properties
- Certification that, if the business is located within the "Downtown Municipal Service District (MSD)", the proposed outdoor dining activity adheres to any applicable restrictive covenants and requirements for the MSD
- Plot plan showing layout and dimensions of outdoor dining area. If umbrellas, trees or other overhead structures are in the area, note the vertical dimensions on the plan drawing
- All applicable fees per the current City of Kannapolis fee schedule must be paid before issuance of permits.

By signing below, I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.

Applicant's Signature: _____

Date: _____

Digital format of all documents submitted through Accela Citizen Access:

<https://accela1.cabarruscounty.us/CitizenAccess/>

All City of Kannapolis required documents must be uploaded and legible. Choose Home Occupation Permit when you are going through the permit process



Planning Department
401 Laureate Way
Kannapolis, NC 28081
704.920.4350
www.kannapolisnc.gov

OUTDOOR DINING PERMIT APPLICATION

Location Information

Street Address: _____
Business Name: _____ Type of Business: _____
Business Owner: _____ Phone: _____

Applicant Contact Information

Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

Responsible Contact

same as applicant

Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

TEMPORARY ENCROACHMENT

Any owner of a validly licensed business in the Center City (CC) District wishing to create, establish, operate or maintain an outdoor dining area, or place any temporary encroachments upon the sidewalk, beyond the face of the building, shall first obtain an Outdoor Dining Permit.

Review the attached standards for temporary encroachments and briefly describe the purpose of the temporary encroachment and the types of items that will be placed in the area: (Attach photographs, drawings or manufacturers' brochures sufficient to demonstrate that all temporary encroachments meet the standards.)

By signing below, I am verifying that I have completed this application truthfully and to the best of my ability and have included a plan drawing and other required attachments. I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.

Applicant Signature

Date

Property Owner Signature

Date

Note: This is not a permit to occupy a structure. Owner and/or applicant are responsible for the location of utility lines and easements. The Outdoor Dining Permit does not guarantee the availability of water and/or sewer.