



Community Planning and Economic Development Services

Zoning and Building Safety Divisions
 300 Park Avenue, Suite 103E, Falls Church, VA 22046
 Phone: 703-248-5080 (TTY 711) Fax: 703-248-5214
 permits@fallschurchva.gov www.fallschurchva.gov

APPLICATION FOR ON-PREMISES OUTDOOR DINING

RESTAURANT INFORMATION

PROPERTY OWNER

Name of Restaurant		
Street Address		Unit #
City	State	Zip Code
Phone	E-Mail	

Name		
Street Address		Unit #
City	State	Zip Code
Phone	E-Mail	

PRIMARY CONTACT

SECONDARY CONTACT

Name		
Street Address		Unit #
City	State	Zip Code
Phone	E-Mail	
Relationship to Restaurant (e.g., owner, manager, etc.)		

Name		
Street Address		Unit #
City	State	Zip Code
Phone	E-Mail	
Relationship to Restaurant (e.g., owner, manager, etc.)		

GENERAL DESCRIPTION OF OUTDOOR SEATING

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Applicant's Certification and Contact Information:

I hereby certify I have the authority to make the foregoing application, the information given is correct, and the use and occupancy will conform with all the regulations of the City and State. I understand this application does not take the place of other licenses or permits that may be required by law. This application in no way gives the right to use outdoor space before the permit is issued. The permit may be revoked upon finding that any misrepresentation has been made. Space occupied will be subject to re-inspection for compliance with all City codes.

Signature

Print Name

Title or Position with Restaurant

Date

Contact Phone Number

E-Mail Address

Complete this application and e-mail it, along with all required supporting paperwork to permits@fallschurchva.gov. All submissions must be in PDF format. Do not send JPEG/JPG files. Filenames should clearly identify the file's contents.

The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. This document will be made available in alternate format upon request. Call 703-248-5080 (TTY 711).

APPROVALS—OFFICIAL USE ONLY

Permit Technician: Do not accept this if it proposes to use any public space. Set this up in Munis as project type OROD. Ensure all required submittals have been received. Route to Zoning and Building Safety for review. When issued, compile the application, issued permit, and all supporting paperwork into a single file. Send it to the applicant and file it with the original CO for the restaurant. It serves as an amendment to the CO.

Approved as compliant with Chapter 48 of the Zoning Code

Akida Rouzi, Zoning Administrator

Date

Approved by Building Official

John Russell, Building Official

Date

Instructions for Completing this Form

This form is for a restaurant or other food/beverage establishment to have outdoor seating on premises. This form is not to request use of the City right-of-way, such as sidewalks or border areas, for outdoor seating.

Filling in the Form

Complete all blanks on the form. Missing information will delay the start of review.

Restaurant Location

Information about the location where the seating will be added. If there is more than one location, a separate application must be completed for each one.

Property Owner

Information about the legal owner of the property. This may be different from the property-management company or representative.

Primary & Secondary Contacts

Complete information on two individuals who will act as permanent contacts for the restaurant.

General Description of Outdoor Seating

Describe generally where the seating will be, how many seats, if it's covered, etc.

Submitting Your Application

Submit your completed application and supporting material to the Development Services Counter:

1. Your submission should be two PDFs, one containing the completed and signed application, the other containing all your supporting submission material.
2. Send your submission by e-mail to Permits@FallsChurchVA.Gov.

Submission Materials

Submit the following items with your application. Please submit them as a single PDF. Use this as a checklist to ensure you have provided all required material.

- Aerial map (e.g., from Google Maps)
- Exterior photographs showing existing site conditions on all 4 sides of building with pictures of adjacent businesses.
- Plat or site plan that depicts the proposed seating area. The following information must be shown:
 - Location and number of seats and tables
 - Dimensions (length and width in feet) of the outdoor seating area
 - Dimensions from property lines
 - Location and type of barrier, if any, surrounding the seating area. A barrier is required if subject to ABC license.
 - Layout of the interior of restaurant including toilets and seating layout
 - ADA parking and pathways
 - Trash and loading areas
 - Restaurant exit points
 - Any temporary or permanent signage. Note: a sign permit may be required for certain signs
 - Other temporary elements such as lights, umbrellas, canopies, tents, planters, serving stations, etc.
 - Portable outdoor heaters/heating elements
- Statement from applicant, in letter form, justifying outdoor dining use
- Statement from property owner consenting to use of outdoor space for seating as shown on proposed plans
- Current Certificate of Occupancy
- Other information as requested by agencies for review

In some cases, the City may be able to help you with a plat or property layout. If the business space was built out within the last three years the approved plans from construction will be on file, which may include an interior layout. Your Certificate of Occupancy may be on file. You can request this material by e-mailing Permits@FallsChurchVA.Gov. There may be a charge for this service, in which case you will be notified before any action is taken.



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