



CONDITIONAL USE PERMIT (CUP) FOR ALCOHOL SERVICE SUBMITTAL REQUIREMENTS CHECKLIST

Starting 2021, virtual appointments are required to submit all applications. Appointments can be made by calling the Planning Division at (650) 329-2441 x0. To ensure timely processing, incomplete applications will not be accepted.

Prior to your appointment, upload all required documents as a Pre-Application through the City's [Online Permitting Services](#) portal. Directions on creating an account and submitting a pre-app are available at bit.ly/paloaltoOPS. Please note, the account used for the pre-app will be the main contact and uploader for the entirety of the project.

1. PLANNING APPLICATION FORM

- a. Complete application available at bit.ly/PAPanningAppForm, with property owner's signature

2. ELECTRONIC PLAN SET

- a. Follow the requirements for DigEPlan bookmarking per the [OPS Submittal Guidelines](#).
- b. All sheets shall be oriented in the same direction, with bar scale and north arrow
- c. Plans shall be drawn to scale and shall fill the page
- d. Include the entire plan set in a single pdf, titled C1[insert address]PLAN.pdf
- e. **See A-E on the following page for required sheets and details**

3. PROJECT REQUEST LETTER

Describe in detail existing and proposed uses of the property including the following:

- a. Type of alcohol service (beer & wine or full liquor), including ABC license type/number.
- b. Hours of operation, including hours during which full food menu is served, and provide menu
- c. Will there be alcohol service outside? **New outdoor seating will require Architectural Review and potentially an Encroachment Permit.**
- d. Will there be live and/or amplified music? If yes, provide details (days, hours, type)
- e. The letter shall also demonstrate that the following "findings" can be supported:
 - i. The granting of the application will not be detrimental or injurious to property or improvements in the vicinity, and will not be detrimental to the public health, safety, general welfare, or convenience.
 - ii. The granting of the application is consistent with the Palo Alto Comprehensive Plan and the purposes of Title 18 (Zoning).

4. APPLICATION FEES

- a. During your virtual intake appointment, the Planning Technician will direct you to pay required fees online through the OPS portal. The payee must have an [OPS account](#). See fee schedule at bit.ly/PAPanningforms. Staff review does not start until fees are processed.

5. ON-SITE POSTING

- a. At the time of accepting the formal application, you will receive a PDF project sign from the City. Print this sign at a minimum of 18 x 24 inches, on waterproof sign board material, with stakes. Affix the project information "sticker" provided by the City and a proposed streetscape image (minimum size of 4 inches by 17 inches) to the sign and post on project site. Email a photograph of the sign posted on the property to the Project Planner within three (3) days of project submittal. The sign must be prominently displayed so it may be viewed from the sidewalk and/or public right-of-way. The sign shall remain in place until the Planning decision is effective.

6. □ RESUBMITTALS

- a. After initial submittal comments have been addressed, applicant will upload resubmittals and/or additional materials through the OPS portal, using the red “resubmit” button at bit.ly/PaloAltoACA.

REQUIRED INFORMATION FOR SCHEMATIC PLAN SET:

A. COLOR PHOTOS

- Show interior space(s) and any outdoor seating (if applicable)
- Include in the plan set, on pages the same size as the plan set.

B. PROJECT DATA AND VICINITY MAP

The following shall be provided in a data table on the first page of the plan set:

- Project Address
- Assessor’s Parcel Number
- Zone District
- Net Lot Area (excluding any area located within an access or watercourse easement)
- Allowable and Existing FAR
- Allowable and Existing Lot Coverage
- Vicinity Map - small schematic map showing location of the project site within the City of Palo Alto

C. SITE PLAN

- Dimension property lines
- Show the footprint and overhangs of all buildings and accessory structures on the site
- Show position of the unit within the building, if building has multiple tenants
- Label surface parking area, driveways, paths, and sidewalks
- Label any existing easements
- Dimension sidewalk, planting strip and other elements adjacent to the property
- Dimension setback lines
- Show any ground-level mechanical equipment (air conditioners, transformer, etc.)
- Show location of any outdoor seating. Show location/materials of barrier(s) as required by ABC.
- Show location of trash enclosure (if located indoors, also indicate on floor plan). Must meet Green Waste requirements for covered refuse, recycling, compost and waste oil.
- Location, species, size, and dripline area of all trees on site, including trees on neighboring properties that overhang the project site.

D. FLOOR PLAN

- Provide sufficient floor plans to indicate window and door placement, space usage (kitchen, storage, food prep, dining, stairs, etc.)
- Dimension floor plans for unit
- Outline the alcohol service area, which typically includes all seating areas.
- Locate the point from which alcohol will be served. Indicate number of wells/bartender stations, existing or to be installed
- If there is to be a dedicated bar area, indicate its floor area separate from the restaurant floor area
- Include any outdoor seating and required barriers

E. ELEVATION

- Provide exterior elevations and show any proposed changes
- If no changes, photos of the existing elevations will be sufficient