**Downtown Outdoor Dining Program: Pre-application Interest Form**

Local restaurants may either request to construct an expanded service area in specific parts of the public right-of-way or may request to utilize existing public civic space for expanded service. The first step in the process is to submit this Interest Form either in person at the City Manager’s Office at City Hall or online at [outdoordining@CityofDavis.org](mailto:outdoordining@CityofDavis.org). Check yes or no to all questions and fill in all blanks on this Interest Form. Incomplete forms will not be processed.

Notices

Once received, within five (5) business days staff will determine if the application is complete. If it is complete then:

1. The Interest Form will be forwarded to the appropriate staff who will contact the parties listed under question #9, within two (2) additional business days (seven (7) business days from the date of receipt), and let the parties know that the application is determined to be complete. Within eight (8) additional business days (fifteen (15) business from the date of receipt) staff will reach out to discuss next steps, including how to fill out the downtown outdoor dining program’s application for a license agreement.

If the application is determined to be incomplete, staff will contact the parties and will mail a letter to the parties listed under question # 9 informing them of an incomplete form.

All follow-ups on this form will occur electronically, unless otherwise noted, with emails being sent from the email address above. Submitters can request additional means of communication below in question #11.

Program Eligibility

1. Does your restaurant currently have a brick-and-mortar location in the City of Davis? yes no

1a. What is the location of the restaurant? Please provide a complete mailing address.

Click or tap here to enter text.

1. Does your restaurant have a current City of Davis business license? yes no

2a. What is the business name on the license, the contract name, and what is the business license number?

Click or tap here to enter text.

1. Does your restaurant have any outstanding fees or payments owed to the City of Davis? This could include DBID payments, utility payments, business license renewal fees, late payment penalties, etc. yes no

3a. If question #4 is answered yes, are you on a payment plan with the City of Davis? yes no

1. Does your business currently serve alcohol in your indoor space? yes no

4a. If question #4 is answered yes, what is your current Department of Alcoholic Beverage Control (ABC) license number and license type(s)?

Click or tap here to enter text.

4b. Are you seeking to serve alcohol in the expanded service area? yes no

1. All expanded outdoor dining facilities must comply with all applicable laws and governmental requirements and regulations, including the City of Davis, Yolo County Environmental Health, California Department of Alcoholic Beverage Control (ABC), and California Department of Public Health (CDPH) requirements and regulations. Do you acknowledge that these would apply to your request? yes no
2. All exclusive use outdoor dining sidewalk areas and parklets will be subject to fencing requirements. The City could require that fencing be installed by the City. The City may seek reimbursement for fencing via the license agreement. Do you acknowledge that these costs could apply to your license agreement? yes no

Expanded Premise

1. Describe the location and dimensions of the expanded service area you are requesting. Include references to the specific parts of the public right-of-way or existing public civic spaces that you are requesting for the exclusive use of your restaurant.

Click or tap here to enter text.

1. How is this space currently being used?

Click or tap here to enter text.

Contact Information

1. Do you currently own the property where the restaurant is located? yes no

9a. If the answer to question #9 is yes, is the name of the owner the same as the business name or contact person on the business license? yes no

9b. If the answer to #9a is no, what is the name listed on the deed for the property?

Click or tap here to enter text.

9c. If the answer to question #9 is no, please provide all of the following:

Company/Individual Name:Click or tap here to enter text.

Contact Person:Click or tap here to enter text.

Mailing Address of the Landlord:Click or tap here to enter text.

Phone Number of the Landlord:Click or tap here to enter text.

Email Address of the Landlord: Click or tap here to enter text.

1. This form was completed by or for the benefit of:

Restaurant/Individual(s) Name:Click or tap here to enter text.

Contact Person(s):Click or tap here to enter text.

Preferred Mailing Address:Click or tap here to enter text.

Phone Number(s):Click or tap here to enter text.

Email Address(es):Click or tap here to enter text.

1. Are you requesting an alternative form of communication other than email? yes no

11a. If the answer to question #11 is yes, please indicate how you would like to receive the notice of a complete/incomplete application and the instructions on next steps. Note, that notices of incomplete applications will also be mailed out. Choose one or both options:

Phone Call  Mail

**FOR STAFF USE ONLY**

**Received By:**Click or tap here to enter text.

**Date Received:** Click or tap here to enter text.

**Form Complete: ☐yes ☐no**

**Parties Contacted by:**Click or tap here to enter text.

**Date(s) Contacted:** Click or tap here to enter text.

**Staff Comments:**Click or tap here to enter text.