

# BUSINESS EXPANSION CHECKLIST

***Businesses wanting to expand their seating into streets/parking spaces/alleys must:***

## **Sidewalk Café License(s)**

- ... obtain a sidewalk café license while a Right-of-Way Application is in staff review. Existing licensees should submit diagrams to modify their outdoor seating areas.

## **Right of Way Permit Application**

- ... coordinate, collaborate and submit one application for the proposed closure for staff to enter into the City's electronic permitting system, ePlans.

## **Traffic Control Plan (TCP)**

- ... create and upload a professionally created traffic control plan to their ePlans permit project for staff review. Local event organizers and/or Traffic Control Consultants are helpful local resources for TCP creation. Traffic control devices must be obtained by businesses, as well. City of Bend may assist with provision of devices, where possible.

## **Site Map**

- ... create and upload a diagram to ePlans that illustrates how separate business Sidewalk Café License diagrams will fit together within ROW closure area. This map should also identify ADA accessibility pathways of 5' on the sidewalks and how ADA/Accessible needs will be met for seating in the right of way.

## **Emergency Preparedness Plan**

- ... create and upload a fire protection plan to ePlans that must include the location of all emergency access points, water supply (e.g. fire hydrants), tents, canopies, heat sources, and temporary structures. If you are using Type 3 barricades, you **MUST** show that there will be an able-bodied person at each one to move the barricade should an emergency and/or utilities vehicle require access.

## **Sanitation Plan**

- ... describe business plans for trash management and general cleanliness of the expanded area of business operations.



### **Accommodation Information for People with Disabilities**

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact Lorelei Williams, Program Manager, at [lwilliams@bendoregon.gov](mailto:lwilliams@bendoregon.gov) or (541) 323-8565; Relay Users Dial 7-1-1.

