

COVID 19 RELIEF | RESTAURANTS AND BARS TEMPORARY EXPANSION OF PREMISE APPLICATION



City of Mesa is offering a unique “open air” patio dining opportunity for Mesa restaurants and bars. The temporary patio program is designed to allow Mesa eating and drinking establishments a chance to expand their services to outdoor areas to provide greater social distancing opportunities. Complete the Temporary Expansion of Premise Application to receive approval in just a few short days. In addition, Mesa’s offering a patio reimbursement opportunity through Mesa CARES*.

- Services may include dining, drinking, cashiering, waiting, and other services normally provided
- Expansion areas may include parking lots, sidewalks, or landscaped areas on the property
- Expansions may not block or obstruct emergency exit doors; pedestrian or vehicular entries or exits; fire lanes; fire hydrants; fire department connections; ADA parking, ramps, or walkways

To receive approval for the expanded patio area, complete these steps:

- Step 1** Complete this Temporary Expansion of Premise Application
- Step 2** Landowner to complete and sign the Letter of Authorization
- Step 3** Provide a Site Plan clearly outlining the expansion of premise area (see attached example)
- Step 4** If alcohol will be served, complete attached Arizona Department of Liquor Licenses and Control Application for Extension of Premise/Patio Permit
- Step 5** Email the completed application(s), authorization, and site plan to Heather.Omta@mesaaz.gov
- Step 6** Contact Mesa’s Small Business Assistant Heather Omta at (480) 644-5600 or Heather.Omta@mesaaz.gov to schedule your safety inspection and receive approval

****The reimbursement application is on the last page of this application; must be enrolled in Mesa CARES Technical Assistance.***

Property Address: _____

Business Name: _____

Applicant’s Name and Title: _____

Applicant’s Phone Number: _____

Applicant’s Email: _____

AZ TPT License Number: _____ Type of Establishment: _____

1. Please describe the location of the expansion (e.g. 5 parking spaces and 50sqft of sidewalk):

2. Adding shade structures, tents, generators, or other semi-permanent fixtures? Describe:

The provisional temporary expansion naturally expires at the conclusion of Mayor Giles’ Proclamation of Emergency at which time dining areas will need to return originally permitted areas. This program and any approval do not supersede current or future proclamations issued by State or Local authority.



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TEMPORARY EXPANSION OF PREMISE APPLICATION**



PROPERTY OWNER'S (LANDLORD) AUTHORIZATION SIGNATURE FORM

Property Address: _____

Property Owner Name: _____

Property Owner Mailing Address: _____

Property Owner Phone Number: _____

Property Owner Email: _____

Does the Property Owner have any concerns with the site's restaurant or bar extending their operation area to allow for outdoor seating, dining, drinking, and servicing? _____ If Yes, please explain: _____

By signing the below, the signer confirms property ownership of the Subject Property and allows the occupying restaurant or bar owner/operator (tenant) to create or expand outdoor dining, drinking, and service areas to improve healthy social distances between patrons, as outlined in the City of Mesa Temporary Expansion of Premise Application.

Property Owner Signature of Approval: _____

Printed Name: _____

Date: _____

Note: If the temporary patio location is in the right-of-way, City of Mesa will need to be named as an Additional Insured, and a Certificate of Insurance may be requested.

SITE PLAN DETAIL

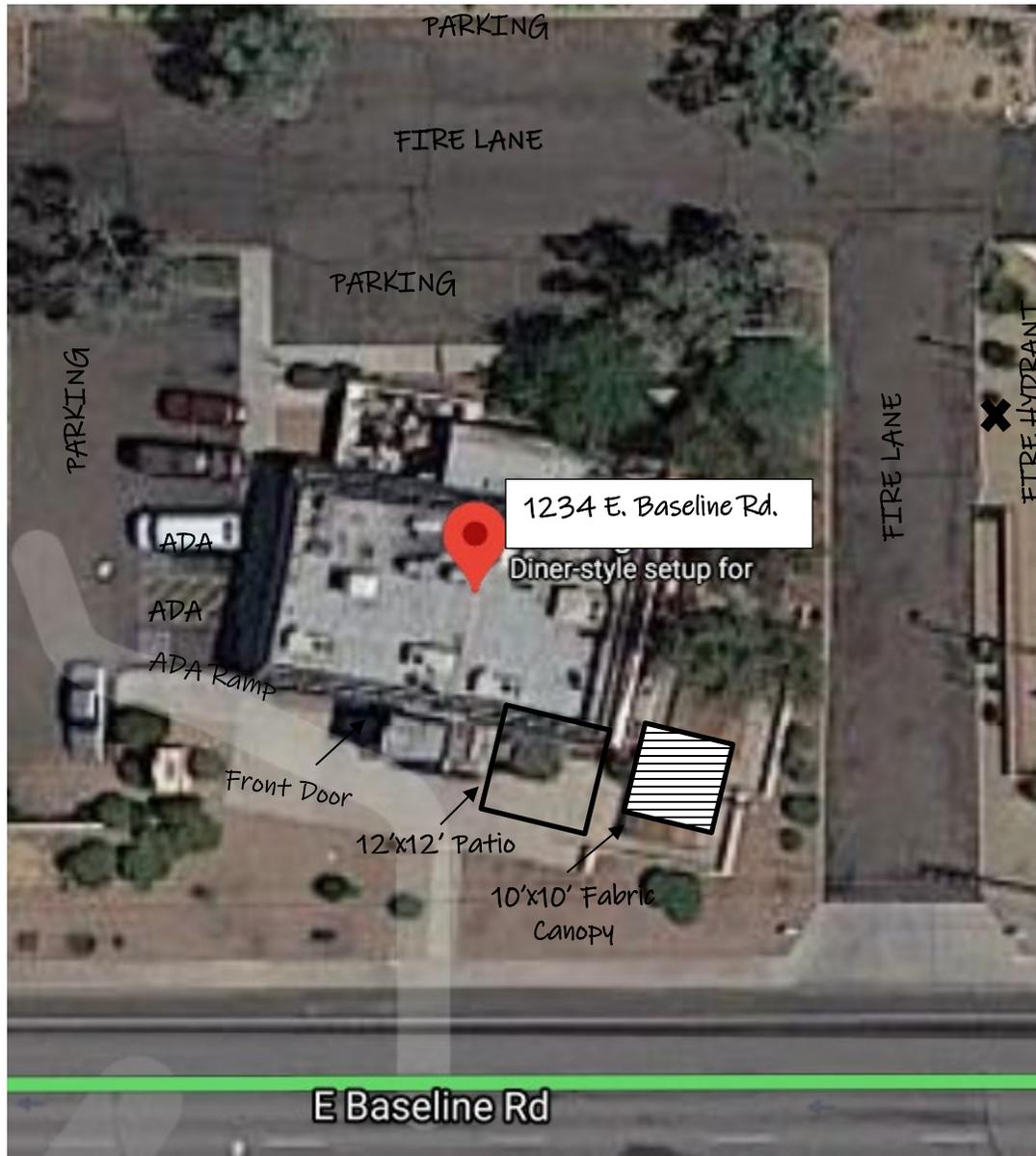
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- Provide the follow detail on your site plan:
 - Use an aerial picture, like Google Maps
 - Or hand draw the site and detail
- Label the following:
 - Address
 - Roads, if not on the map or drawing
 - Area of expansion
 - Fire hydrant(s), Fire lane(s)
 - ADA ramp(s), ADA parking spot(s)

SITE PLAN EXAMPLE:



1234 E. Baseline Rd.

- Adding 12'x12' uncovered patio.
- 10'x10' fabric canopy covered patio.
- Total 484 s.f. patio expansion.
- 2 ADA parking spots.
- 1 ADA Ramp

Barrier Exemption: an exception to the requirement of barriers surrounding a patio/outdoor serving area may be requested. Barrier exemptions are granted based on public safety, pedestrian traffic, and other factors unique to a licensed premises. List specific reasons for exemption:

Approval Disapproval by **DLLC**: _____ Date: ____/____/____

I, (Print Full Name) _____, hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Applicant Signature: _____

GOVERNING BOARD

After completion, and **BEFORE submitting to the Department of Liquor**, please take this application to your local Board of Supervisors, City Council or Designate for their recommendation. This recommendation is not binding on the Department of Liquor.

Approval Disapproval

Authorized Signature

Title

Agency

Date

DLLC USE ONLY

Investigation Recommendation: Approval Disapproval by: _____ Date: ____/____/____

Director Signature required for Disapprovals: _____ Date: ____/____/____

COVID 19 RELIEF | RESTAURANTS AND BARS PATIO SPACE DESIGN REIMBURSEMENT APPLICATION



The City of Mesa is offering a one-time reimbursement of patio related items to help restaurants and bars create outdoor dining experiences that allow greater social distancing.

To seek reimbursement, please complete these five steps:

Step 1 Sign up for the [Mesa CARES Technical Assistance Program](#)

Step 2 Complete and obtain an Approved [Temporary Expansion of Premise](#) Application.

Step 3 Make qualifying purchases¹ from local businesses² and create the designated patio³.

Step 4 Take pictures of the completed temporary patio and copy the receipts for qualified purchases^{1 2 4}.

Step 5 Send this form, the pictures, and receipt copies to Heather.Omta@mesaaz.gov

*Property Address: _____

*Authorized Business Name: _____

*Applicant's Name: _____ *Title: _____

*Applicant's Phone Number: _____ *Email: _____

*AZ TPT License Number: _____ *Federal Tax ID: _____

The fine print

First come, first served, limited funds available. Up to \$1000 one-time reimbursement on qualifying patio expansion related purchases with a minimum purchase of \$500. Qualified purchases made between 06/01/2020 and 11/30/2020 for a Mesa business location for business purposes only. Checks will be payable to the business name. Reimbursement opportunity request expires 12/01/2020 or at the conclusion of Mayor Giles' Proclamation of Emergency.

¹ Qualifying purchase(s) may include but not limited to:

- **Outdoor patio furniture:** patio tables, patio chairs, chair cushions, and patio sofas.
- **Outdoor fencing and flooring for space designation:** deco fencing, planter boxes, plants, movable screen partitions, trellises, composite deck tile, interlocking patio flooring, artificial grass, stone pavers.
- **Shade systems:** umbrellas, shade sails, and pop-up tents.
- **Cooling systems:** fans, misting systems.
- **Warming systems:** portable patio heaters, portable fire tables, propane tanks. (No heaters under tents, properly secured)
- **Outdoor lighting:** string lights, solar deco lights, pathway lighting. (Extension cords properly secured)
- **Safety precautions:** temporary bollards, curb &/or step painting, retractable belt barrier, railing systems.
- **Sanitization stations:** portable hand hygiene stations.

² Shop local; prefer purchases be made from businesses located in Mesa, Arizona.

³ Must obtain approval for the Temporary Expansion of Premise prior to requesting reimbursement.

⁴ Reimbursed purchase needs to add value to the business operation. No disposable items for reimbursement.

I have read the fine print and understand this reimbursement opportunity is meant for the benefit of the subject business and attest to using the purchased patio features at the subject property address for business operations.

*Applicant Signature: _____ Date: _____

**Required fields*