



City of Loveland
2023 Patio Program
Temporary Permit Checklist



All of the following information is required to be submitted with a completed Temporary Permit Application. Please submit with accompanying check payable to the City of Loveland according to the schedule of fees listed below. These fees are nonrefundable. If you hold a liquor license, additional state fees will apply. Fees for 2023:

- *Patios using jersey barriers: \$1000 payable to the City of Loveland*
- *Patios NOT using jersey barriers: \$500 payable to the City of Loveland*

- ☐ **Exhibit A** Site Plan drawing with proposed outdoor dining area dimensions indicated, including sidewalk width and pedestrian right of way that meets required accessibility standards; placement of tables, chairs, umbrellas, tents and other allowable fixtures. If using umbrellas or tents, note how these will be weighted down. See attached Site Plan drawing example for assistance.
- ☐ **Exhibit B** Either execution of a “Revocable License Agreement” for the use of public property or a lease, deed, or other written permission to use private space for the outdoor activity.
- ☐ **Exhibit C** If on City property, Certificates of Insurance naming the City as an additional insured in the amount of \$1,000,000.
- ☐ **Exhibit D** Written Control Plan that includes:
- Dates/Hours of operation: must be for a total of 8 hours minimum*
 - Signage plans
 - Plans for music or entertainment
 - Security measures
 - Description of barriers used to maintain boundaries of new space to be added
 - Lighting plans
 - Acknowledgment of all applicable City rules and regulations
- ☐ **Exhibit E** **IF PROPOSING THE SALE OF LIQUOR:**
A Liquor License/Temporary Modification of Licensed Premises – State Form DR8442 – Permit Application and Report of Changes. Accompanying check for fees of \$300 payable to the Colorado Department of Revenue must be included.

*If the proposed patio can be **completely removed from the proposed space when not occupied** (folding chairs and rope barriers NOT in a main thoroughfare) users are exempt from this requirement.

NOTE: Submittal of an Application is not an approval to set up an Outdoor/Sidewalk Dining Facility. Do not set up your patio before you are contacted by City of Loveland staff. If you have questions regarding the Application or the application process, please contact the City Clerk’s office at (970) 962-2000 x9.