

# Development Services

## Outdoor Dining Permit Application

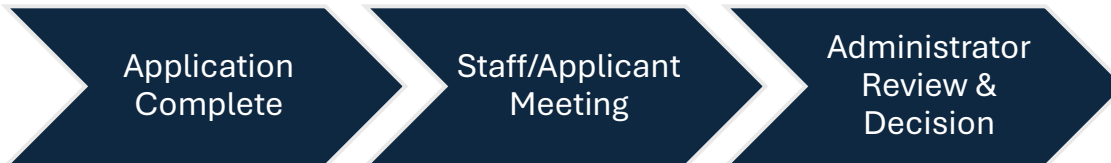
### General Information and Process

#### What is an Outdoor Dining Permit?

An outdoor dining permit allows the use of public right-of-way such as a public sidewalk for the use as a sidewalk seating or dining area. An outdoor dining permit is not required for the use of private property for an outdoor dining area.

#### What is the Process and How Long Will It Take?

Applications are accepted on any business day during business hours. A review for completeness will be conducted within three days of the application intake date. Incomplete applications will be returned to the applicant and not scheduled for a hearing. Once the application has been deemed complete, it will follow the process and estimated timeline in RMC 18.08.606(a). Outdoor Dining Permit applications are typically reviewed within 30 days.



#### Application Checklist

Applicants must provide all forms, documents, information, and materials listed in the checklist below in digital format. The submission packets must be in the same order as the checklist. Review materials and check the boxes within the column on the left-hand side of the page to confirm submission.

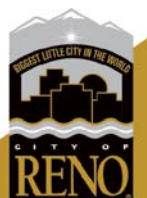
- City of Reno Development Application
- Owner's Affidavit and Applicant's Affidavit
- Supplemental Information
- Project Narrative
- Findings Analysis (see RMC 18.08.606(a)(5) and RMC 18.08.304(e) for legal findings)
- Hold Harmless Agreement
- Insurance Certificate – A certificate demonstrating that a comprehensive general liability policy has been issued by an authorized representative of an insurance carrier. The certificate shall include a clause for 30-day written notice of cancellation to the certificate holder and shall name the City of Reno as an additional insured
- Site Plan (see site plan submittal guide)
- Floor Plan – May be required to demonstrate that the servicing of the outdoor dining area will not significantly impact the sidewalk.
- Supporting Information – Any plans, renderings, reports, or other information necessary to support the determination request.

#### Submittal Guidelines

- Combine all necessary items in the checklist into one electronic document (aside from GIS files if applicable).
- If submitting in person, submit one USB drive with all completed forms, materials, reports, and supplemental information.

[Reno.Gov/DevelopmentServices](https://reno.gov/DevelopmentServices) | 775-321-8309 | [planning@reno.gov](mailto:planning@reno.gov)

Updated: 3/31/2026



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- If submitting online, create an account on the permitting portal at OneNV.us and submit through the online form.
- Payment of application fees is required within three days of the application being accepted.

## Outdoor Dining Permit Findings Analysis

Findings and approval criteria are the legal justification for a body's decision on an application. A complete analysis of these findings and criteria is required from the applicant at the time of application submittal. Detailed explanation of each finding can be found within RMC 18.08.606(a)(5) and RMC 18.08.304(e).

Provide a written response addressing how the proposed request is in conformance with the following findings.

### All Outdoor Dining Permit Applications shall meet the following findings:

1. The proposed design and signage complies with the requirements of Title 18 of RMC.
2. Granting of the outdoor dining permit will not be materially detrimental to the public health, safety, or welfare, or injurious to property or improvements in the vicinity.

### In addition to these findings, all Development Applications shall meet the following approval criteria:

- 1) The project is consistent with the Reno Master Plan.
- 2) The project is in compliance with Title 18 of the Reno Municipal Code.
- 3) The project mitigates any anticipated traffic impacts.
- 4) The project provides for a safe environment.
- 5) If the project involves phases, it proposes a rational phasing plan.



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## City of Reno Development Application

**Project Name:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

The project description should be concise in describing the reason for the application including the specific application triggers, other applications submitted concurrent with this application, and a general description of the proposed use, site improvement, or project.

**Pre-Application Meeting Date:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Assessor's Parcel Number(s):** \_\_\_\_\_

**Master Plan:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

**Site Size:** \_\_\_\_\_ acres

### Property Owner Information

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### Applicant Information

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

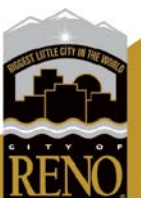
**Agent and Contact Information** (The person listed as contact will be contacted to attend staff/applicant meetings, answer questions regarding this application, provide additional information when necessary and will receive a copy of the staff report and decision letter.)

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_



# Development Services

## Owner Affidavit

I am the owner/authorized agent, as demonstrated on the attached documentation, of the property involved in this petition and I authorize \_\_\_\_\_ (name of applicant) to request development-related applications on my property. This authorization is inclusive of Assessor Parcel Number(s) \_\_\_\_\_. I declare under penalty of perjury that the foregoing is true and correct for the development application case number \_\_\_\_\_ (to be filled in by City of Reno staff).

Executed on \_\_\_\_\_, in \_\_\_\_\_, \_\_\_\_\_  
(date) (City) (State)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

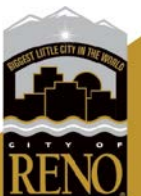
STATE OF NEVADA )  
                          ) ss  
COUNTY OF WASHOE )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
\_\_\_\_\_(name) personally appeared before me, a Notary Public in and for said County and State, known to me to be the owner/authorized agent of the above property who acknowledged to me that they are authorized to and did execute the above instrument on behalf of said application.

\_\_\_\_\_  
Notary Public

### Attachments:

1. Secretary of State documentation, authorization letter, or corporate charter than demonstrates authority to sign for corporate or trust entity.
2. Notary supplement for states and counties differing from that listed above.



# Development Services

## Applicant Affidavit

I am the applicant and/or consultant/firm involved in this petition and the foregoing statements and answers herein contained and the information herewith submitted for a \_\_\_\_\_ (application type) are in all respects complete, true, and correct to the best of my knowledge and belief. I declare under penalty of perjury that the foregoing is complete, true and correct for the development application case number \_\_\_\_\_ (to be filled in by City of Reno staff).

Executed on \_\_\_\_\_, in \_\_\_\_\_, \_\_\_\_\_  
(date) (City) (State)

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signed: \_\_\_\_\_

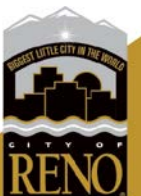
STATE OF NEVADA )  
) ss  
COUNTY OF WASHOE )

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(name) personally appeared before me, a Notary Public in and for said County and State, known to me to be the applicant and/or consultant/firm involved in this petition who acknowledged to me that they are authorized to and did execute the above instrument on behalf of said application.

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# Development Services

## Supplemental Information for Outdoor Dining Permit Applications

The applicant or duly authorized agent of the applicant requests that the City of Reno approve a tentative map. All tentative map applications submitted to the City of Reno shall be prepared by, or under the direct supervision of, a Nevada Registered Civil Engineer or Land Surveyor in accordance with NRS 625 and shall be wet stamped, signed, and dated with appropriate seals.

### Project Analysis

**1) Right-of-way Ownership**

Identify which agency the right-of-way belongs to?

City of Reno  NDOT

**2) Alcohol Service**

Does the restaurant serve alcohol?

Yes  No

Will alcohol be served in the outdoor dining area?

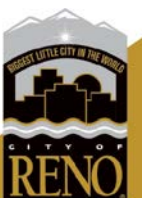
Yes  No

If yes to both, the following additional standards apply:

The outdoor dining area must be immediately abutting the indoor restaurant.

The outdoor dining area must be clearly separated from pedestrian traffic such as through a physical barrier.

Signage must be posted to provide notice to customers that drinking or carrying an open container outside of the outdoor dining area or indoor restaurant is prohibited and unlawful.



# Development Services

## Project Details

### Project Features

Business Name: \_\_\_\_\_

Outdoor Dining Size Area: \_\_\_\_\_

Proposed No. of Seats: \_\_\_\_\_

Proposed No. of Tables: \_\_\_\_\_

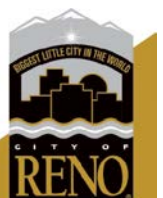
### Adjacent Properties

Northern Land Use & Zoning: \_\_\_\_\_

Eastern Land Use & Zoning: \_\_\_\_\_

Southern Land Use & Zoning: \_\_\_\_\_

Western Land Use & Zoning: \_\_\_\_\_



# Development Services

## Supplemental Information for Outdoor Dining Permit Applications

### Outdoor Dining Permit Acknowledgement

An outdoor dining permit is only applicable when a sidewalk or public right-of-way is associated with a commercial use within a building. Use of the sidewalk must be confined to the actual sidewalk or right-of-way frontage of the business. Complete the following acknowledgements by initialing.

- 1) The applicant hereby confirms that the area proposed for outdoor dining is adjacent and incidental to the operation of an indoor commercial establishment.

**Applicant Initials** \_\_\_\_\_

- 2) The applicant hereby confirms that the area proposed for outdoor dining is not located closer than 10 feet from the following:
  - a. Fire hydrant
  - b. Fire Dept. standpipe connection
  - c. Fire escape
  - d. Bus stop
  - e. Doorway posted as an exit
  - f. Loading zone
  - g. Mail box
  - h. Traffic signal stanchion

**Applicant Initials** \_\_\_\_\_

- 3) The applicant hereby confirms that the outdoor dining area leaves a minimum six foot wide sidewalk that is clear of any obstructions and meets the public right of way accessibility guidelines (PROWAG).

**Applicant Initials** \_\_\_\_\_

- 4) The applicant confirms that they are aware of, and will comply with, the health standards outlined in RMC 18.03.405(p)(6) "Health Standards for Sidewalk Cafés."

**Applicant Initials** \_\_\_\_\_

- 5) The applicant hereby confirms understanding that Outdoor dining on public property is a privilege. The City shall have the right and power, acting through the City Manager, or their authorized agent, to prohibit the operation of an outdoor dining area at any time because of anticipated or actual problems and conflicts in the use of the sidewalk area. Such problems and conflicts may arise from, but are not limited to, scheduled festivals and similar events or parades or marches, or repairs to the street or sidewalk, or from demonstrations or emergencies occurring in the area. To the extent possible, the permittee shall be given prior written notice of any time period during which the operation of the outdoor dining area will be prohibited by the City.

**Applicant Initials** \_\_\_\_\_

