

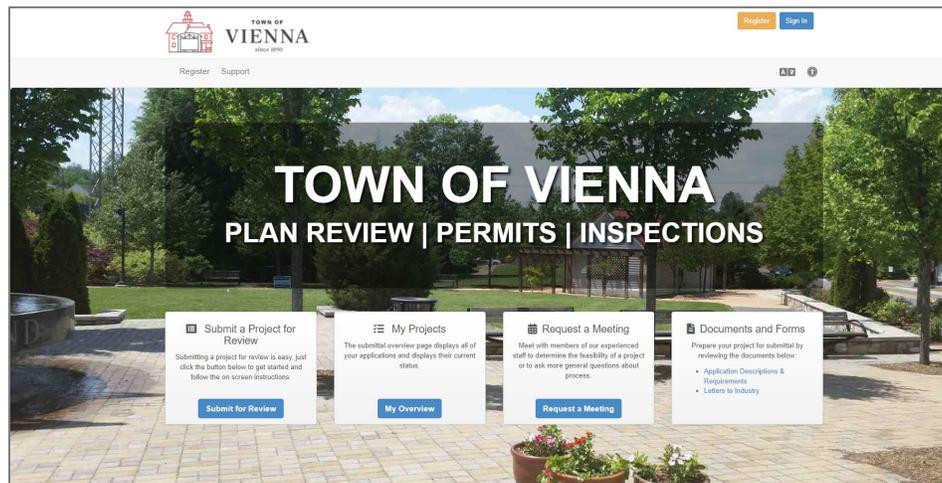


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## Town of Vienna Seasonal Outdoor Dining

Outdoor dining is a great opportunity for Vienna restaurants to expand the seating options they have to offer patrons. Vienna offers two options to provide that seating: 1) Permanent, and 2) Seasonal Outdoor Dining. These options require review by the Town of Vienna prior to implementation. This document provides information on the approval process for Seasonal Outdoor Dining. The required application is available through the Town's online permit portal.

<https://vienna.geocivix.com/secure/>



### Seasonal Outdoor Dining

Seasonal outdoor dining areas can expand a restaurant's dining options during the time of year when members of the public are mostly likely to wish to sit outdoors, without the need to construct a permanent space.

Once approved, restaurants will have the right to use outdoor seating during the outdoor season, April 1<sup>st</sup> through October 31<sup>st</sup>, of each calendar year, at the approved locations. Re-approval will be required for each outdoor season, even at locations with prior approval from the Town.

### Board of Architectural Review Required

All outdoor dining requires a review and approval by the Board of Architectural Review for the tables, chairs, and other features proposed for outdoor seating before installation. The Board of Architectural Review meets the third Thursday of every month.

## Seasonal Outdoor Dining Application Requirements

The following will be required for all Seasonal Outdoor Dining applications.

- A complete Applicant Authorization Form. The property owner or property manager acting on behalf of a property owner must authorize any proposed outdoor dining located on their property,
- A scaled site plan showing the location of the seasonal outdoor seating, all furniture, etc., and the barriers separating the seasonal outdoor dining from vehicles,
- Details and specifications, including the color, material, and design of all elements including the chairs, tables, lights, fencing, etc.,
- A parking tabulation for the business and/or shopping center the business is located within,
- Written notification by the applicant to all businesses within the same complex that includes the outdoor dining plans.
- A notarized affidavit, with an example letter and plans, and the list of addresses must be submitted with the application to verify notification has been given. Note: the permit will not be issued until 30 days after this notice has been given.

## Seasonal Outdoor Dining Season and Hours

- Dates of operation: April 1 - October 31
  - Permitted hours of operation:
    - Sunday: 10:00 a.m. - 9:00 p.m.\*
    - Monday-Thursday: 9:00 a.m. - 9:00 p.m.\*
    - Friday: 9:00 a.m. - 9:30 p.m.\*
    - Saturday: 10 a.m. – 9:30 p.m.\*
- \* If seating is located withing 60 to 75 feet from residential uses, the use of Outdoor Dining areas must end by 7:00 p.m.*

## Seasonal Outdoor Dining Location Standards

- No outdoor dining is permitted within 60 feet of a residential property.
- Outdoor seating proposed in a location between 60 to 75 feet of a residential property, a maximum of 8 seats is permitted and the use of Outdoor Dining areas must end by 7:00 p.m. Other restrictions apply.
- Not more than 20% of the minimum parking requirement per restaurant may be used for Seasonal Outdoor Dining by a business.
- A maximum of 8 seats may be used for each parking space permitted for Seasonal Outdoor Dining.
- If a site contains more parking spaces than required by the Town Code, and is confirmed within the parking tabulation, these spots may be used for Seasonal Outdoor Dining.
- ADA accessible routes, pedestrian walkways, refuse storage access, loading spaces, and emergency/fire exits and lanes may not be used for Outdoor Dining.
- Only non-permanent structures may be used to cover and contain the Seasonal Outdoor Dining area. No improvements may alter the parking striping or prevent the conversion to parking spaces when the seasonal permit expires.

## QUESTIONS?

If you have any questions about outdoor dining or the application process, please do not hesitate to contact the Department of Planning and Zoning either by email at [dpz@viennava.gov](mailto:dpz@viennava.gov) or by phone at 703-255-6341.