



INSTRUCTIONS FOR OUTDOOR DINING & ENCROACHMENT PERMIT REQUEST

1. Complete Outdoor Dining & Encroachment Permit Request
2. Attach an 8 ½" x 11" site plan you are requesting to encroach
3. Send above information to Janet Stout, Administrative Assistant – Community Services Department, 431 Prater Way, Sparks, NV 89431.



Outdoor Dining & Encroachment Permit Information

Victorian Avenue Outdoor Dining & Encroachment Permits are permitted by S.M.C. Chapter 5.77 – Sidewalk Cafes. A permit is required and may be renewed annually (July 1st through June 30th cycle). Permittee must maintain compliance with the permit's terms and conditions. *Please be aware each new permit must be approved by City Council before it is issued. Subsequent annual renewals can be processed administratively.*

Construction/Installation of Dining Areas:

- Barriers and furniture are limited to area specified by the permit
- Barriers and furniture cannot be affixed to City sidewalks or features in the right-of-way. They must be readily moveable in the case of an emergency
- The dining area must maintain 10' pedestrian paths
- Hours of operation are limited to 7:00 am to 11:00 pm
- Barriers and furnishings must be in clean, safe and attractive condition
- Permittee must provide own trash receptacles

Special Closures – SMC 5.77.090:

Outdoor dining and encroachment permits are a privilege. The City has the right and power to prohibit the operation of an outdoor service area at any time because of anticipated or actual problems and conflicts in the use of the sidewalk area. This may arise due to scheduled festivals, events, parades, marches, repairs to the street or sidewalk, from demonstrations or emergencies occurring in the area. To the extent possible, permittees shall be given prior written notice of any time period during which the operation of the outdoor service area will be prohibited.

Alcoholic Beverage Restrictions – SMC 5.77.060:

1. The service of alcoholic beverages shall be restricted solely to on-premise consumption by customers within the outdoor service area.
2. The outdoor service area must be immediately adjacent to and abutting the indoor restaurant which provides it with food and/or beverage service;
3. The outdoor service area must be clearly separated from pedestrian traffic;
4. The operator shall post a written notice to customers that the drinking or carrying of an open container of alcoholic beverage is prohibited and unlawful outside the outdoor service area; and
5. The outdoor service operation must maintain a valid alcoholic beverage license

Alcoholic Beverage Restrictions – SMC 5.28.090:

On-premises license – Walk-up windows:

It is unlawful for any on-premises licensee or any employee thereof to sell alcoholic beverage through a walk-up window except during the hours alcoholic beverages are authorized for sale at a special event conducted pursuant to SMC 9.34 and when the area adjacent to said walk-up window is within the area designated for the special event.

Special Events Operations:

SMC 9.34.083 – Authorized special events vendors:

Vendors authorized by the event organizer to sell goods, food or beverages in the special event venue shall display their authorization in the manner required by the City. Only vendors displaying the required authorization shall be allowed to sell goods, food or beverages in the special event venue.

Additional questions can be directed to:

Armando Ornelas 775-353-1644 or aornelas@cityofsparks.us
Janet Stout at 775-353-7892 or jstout@cityofsparks.us



**CITY OF SPARKS, NEVADA
OUTDOOR DINING & ENCROACHMENT
PERMIT REQUEST**

Date: _____

APPLICANT:

Name: _____

Address: _____

City _____ State _____ Zip Code _____

Phone: _____ Cell: _____

Contact Person: _____

E-mail Address: _____

****Attach an 8 ½" x 11" site plan showing requested encroachment area and surrounding property including existing property lines, curbs, and sidewalks, streets and alley.***

PROPERTY OWNER _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____ PHONE _____

OWNER'S AFFIDAVIT

I, _____, declare under penalty of perjury that I am the property owner abutting the requested encroachment and that the information provided in this request is true and complete to the best of my knowledge and belief.

SIGNATURE

Subscribed and sworn before me this _____ day of _____, 20_____, in the State of _____, County of _____.

NOTARY PUBLIC