



TEMPORARY OUTDOOR FLEX SPACE

How do I apply for and obtain a permit for temporary outdoor flex space permit for my business?

Where will your temporary outdoor flex space be located?

CATEGORY 1 - SELF CERTIFYING APPROVALS
Completely on private property
(Less than 50 patrons)

CATEGORY 2 - PROVISIONAL APPROVALS
Completely on private property
(More than 50 patrons)

CATEGORY 3 - PROVISIONAL APPROVALS
On public sidewalks/plazas
(e.g. Main Street pedestrian mall) and parking lots

CATEGORY 4 - STAFF APPROVAL REQUIRED
On City Roadways, Alleyways and Rights-of-Way having posted speed limits of 35 mph or lower

Will the temporary outdoor flex space create any conflict between pedestrian and automobiles?

Will the temporary outdoor flex space create any conflict between pedestrian and automobiles?

Will the temporary outdoor flex space create any conflict between pedestrians and automobiles within the public right-of-way?

Are you requesting that street parking be used?

NO YES

NO YES

NO YES

NO YES
Go to the City Parklet Program

Complete the application, gather the Category 1 Checklist information (No fee required)
Remember - the property owner must sign your application form

Please show how you will mitigate conflicts and resubmit your application

Is the temporary outdoor flex space located in a landscaped area?

Please show how you will mitigate conflicts and resubmit your application

Can you maintain a 4-ft minimum ADA path and Fire Department Access as required in the program?

Please go to Category 4

Are you requesting an alley or road closure?

Submit application and all checklist items (electronically) to the Planning Division at CDDINFO@RiversideCA.gov

Complete the application, gather the Category 2 Checklist information (No fee required)
Remember - the property owner must sign your application form

NOT PERMITTED
Your temporary outdoor flex space is not allowed in landscaped area (other than grassed areas)

NOT PERMITTED
Please go to Category 4 for additional options on public land

Complete the application, gather the Category 3 Checklist information (No fee required)
You must submit your waiver and release form to begin operations

NO YES
Please recheck your category

NO YES
Is the speed limit lower than 35 mph?

YOU ARE SELF-CERTIFYING
Begin using your temporary outdoor flex space

Submit application and all checklist items (electronically) to the Planning Division at CDDINFO@RiversideCA.gov

YOU ARE PROVISIONALLY APPROVED!
Begin using your temporary outdoor flex space
Staff will contact you with additional submission requirements

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NOT PERMITTED
Temporary outdoor flex space is only permitted on streets with a posted speed limit lower than 35mph

Complete the application, gather the Category 4 Checklist information (No fee required)
You must submit your Certificate of Insurance to begin operations

Submit application and all checklist items (electronically) to the Planning Division at CDDINFO@RiversideCA.gov

City Staff will review your application
Additional information or permits may be required

OBTAIN APPROVAL FOR YOUR PERMIT
Begin using your temporary outdoor flex space

- Outdoor temporary flex space **may not obstruct access** for emergency rescue, fire access, building ingress/egress including disabled access, and physical distancing requirements
- Requirements of the Program**, including, but not limited to the location of fixtures, tables/chairs, circulation, signage, lighting, barriers, food preparation, umbrellas/tents/membranes apply to all business operations.
- All County and the State guidance** must be followed, and if applicable, permits are required.

- For any temporary outdoor flex space on publicly owned lands (Category 3 and Category 4), each establishment must provide a **General Liability Insurance Certificate** providing evidence of general liability insurance coverage. For Provisional Approvals (Category 3), a **Waiver and General Release Form** must be submitted as the Insurance Certificate is sought