How to Guide: Applying for a Temporary Outdoor Commercial Activity Permit

Follow the steps below to apply for a temporary outdoor commercial activity permit, in accordance with the emergency ordinance passed by Town Council on June 1, 2020. Please contact staff at outdoor.dining@viennava.gov if you have any questions.


2. Create an account.

3. Submit for review and choose “Temporary Outdoor Commercial Activity Permit” under the Temporary Permit category, then enter the name of your business.
4. Review checklist for required documents, the diagram and the authorization form. These documents will be submitted through idtPlans after the application is filled out.

You will be prompted to upload the diagram after filling out the application.

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5. Add the project address. Start entering the address and the system can auto-complete the address. If a verified address cannot be found, enter the unverified address and continue.

6. Enter a project description. This does not have to be a long description as more information will be asked in the next step.
7. Enter contact information. Include contact information for both the applicant and the owner of the business. The other contact information for architect, engineer, contractor, etc. is not required.

8. Enter project data information. This is specific to proposed outdoor commercial activity. If you are applying and are not a restaurant, enter “0” for all restaurant related information, such as number of tables or seats. For statements below fillable data fields, enter “Yes” indicating that you understand and agree to the statements.
Enter “0” if these are not applicable.

Enter “Yes” if you understand and agree to the statements.
9. Review the information entered for the application and check the box and hit confirm if ready to continue.

I, acting as agent for the owner/developer/organization hereby submit the above application for review. I understand that failure to address any item listed above shall result in the application not meeting the minimum submission requirements and said application shall be returned to me for revision and resubmission prior to review.
10. Hit “Upload files” and upload the diagram showing the proposed outdoor commercial activity and the authorization form. Click to “Start Upload” and save and continue.
11. No fees are required so click “Save and Continue” at the Plan Review Fees screen.

12. Click “Confirm and Submit for Review.”
14. After you have submitted your application, reviewers from the Planning and Zoning department will review the applications. If there are any comments, you will receive notification via email from idtPlans and will be prompted to address the comments and resubmit.

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Number of Recipients: 1
Sent: 08/01/2020 4:44:35 PM
Sent by: [Name]
To: [Name]
Cc: [Name]
Bcc: [Name]
Subject: Resubmittal Required - Town of Vienna Business
Attachments: Comment Letter_01.pdf

Hello [Name],

Thank you for submitting your project to Town of Vienna. Unfortunately your project requires a resubmittal. You may begin the resubmittal process by clicking the link below:

https://vienna.idtplans.com/secure/project/permits/?projectid=399569&step=resubmit

Application Type: Temporary Outdoor Commercial Activity Permit
Workflow: Temporary Outdoor Commercial Activity Review
Project: Town of Vienna Business

Open Issues: 1
Document Redlines: 0

You can view the list of open issues and document redlines here:
https://vienna.idtplans.com/secure/project/?projectid=399569

Once you have made your corrections, you can begin the resubmittal process here:
https://vienna.idtplans.com/secure/project/permits/?projectid=399569&step=resubmit
15. If there are no comments, the permit will be approved and you will receive an email indicating approval, as well as an email with a link to the approved permit.