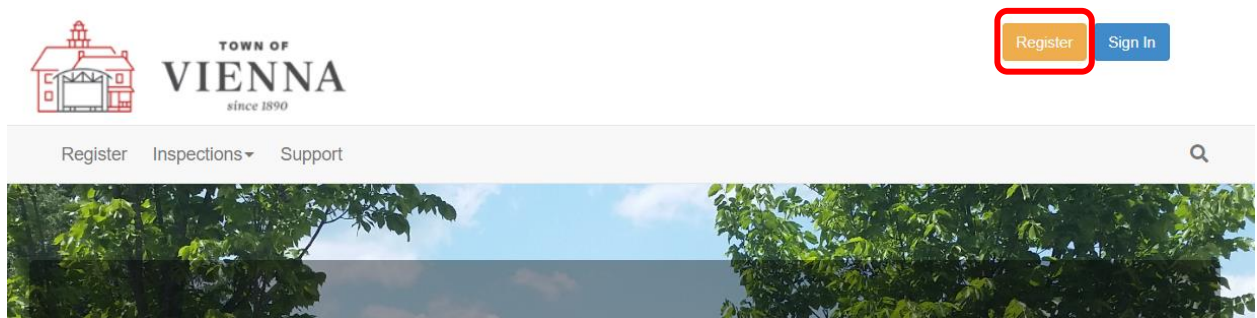


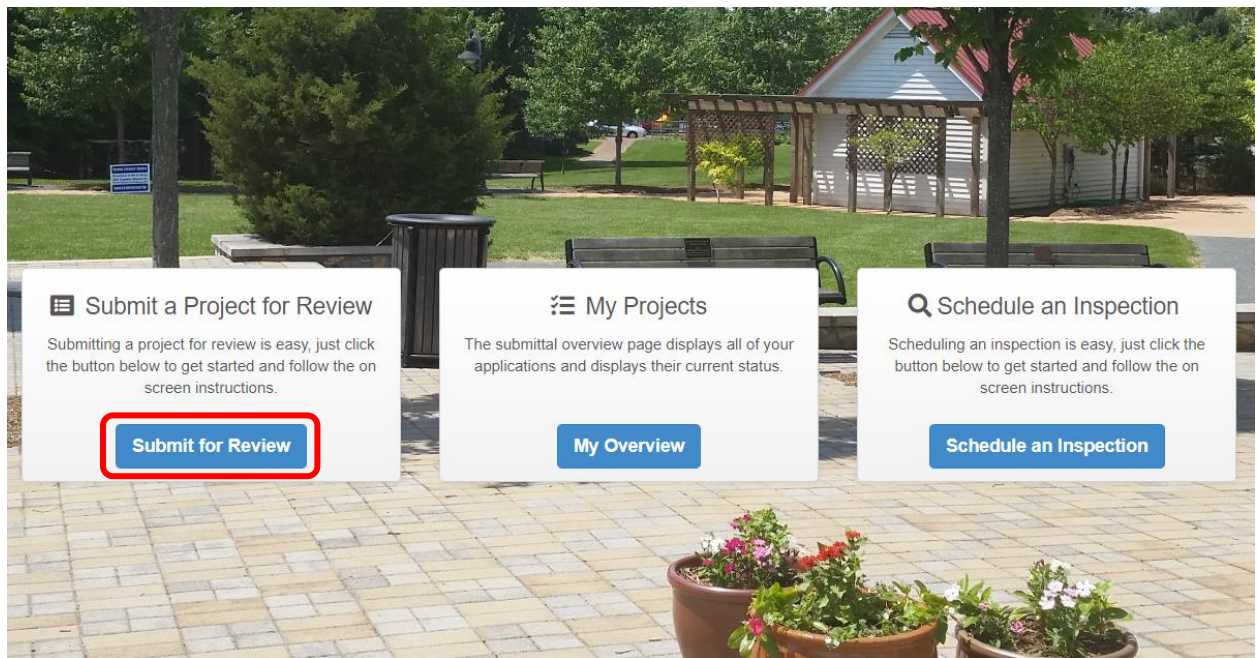
# How to Guide: Applying for a Temporary Outdoor Commercial Activity Permit

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](mailto:outdoor.dining@viennava.gov) if you have any questions.

1. Visit <https://vienna.idtplans.com/secure>.
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.





### Plan Review Submittal



### Project Overview

Application Category: Temporary Permit [Help me choose](#)

Application Type: Temporary Outdoor Commercial Activity Permit [Help me choose](#)

Name of Business:

[Save and Continue](#) [Help](#)

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.



### Plan Review Submittal



### Checklist: Temporary Outdoor Commercial Activity Permit

[Print Checklist](#)

Checklist for temporary outdoor commercial activity permit.

Check All (By checking each box, you acknowledge that you have read and understand all possible requirements.)

Diagram showing proposed outdoor dining or commercial activity area. Diagram can be a sketch or a marked-up map of proposed area. Diagram should be legible. See example [here](#).

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

[Add a comment](#)



Completed Applicant Authorization Form. The form can be found [here](#).

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


[Add a comment](#)

[Save and Continue](#) [Help](#)


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.

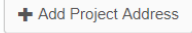
Site ▾ Projects ▾ Plan Review ▾ Permits ▾ Inspections ▾ Directory ▾ Support  



**Plan Review Submittal**

Application 



**Project Address**

**Project Address** address 127 CENTER ST S (0384 02 0146) (Verified) 




6. Enter a project description. This does not have to be a long description as more information will be asked in the next step.

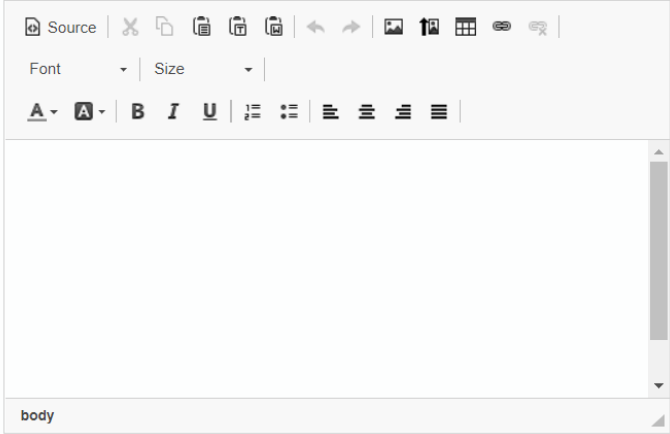
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**Plan Review Submittal**

Application 

**Project Description**

**Project Description**



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.

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**Plan Review Submittal**

Application      Upload Files      Fees      Confirm and Submit

**Project Contacts**

☰ Contact Information: Applicant    Select    +    ⚙

☰ Contact Information: Owner        Select    +    ⚙

☰ Indicate which of the following additional project contacts are to be included on project correspondences.

- Contractor
- Architect
- Engineer
- Surveyor
- Developer
- None of the Above

Save and Continue    Help

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.

Plan Review Submittal



Business Name (DBA)

Business Type/Use

Name of shopping center, if located in one

Number of Seats Allowed by Certificate of Occupancy  Seats

Number of Seats Proposed (no more than 50% of seats allowed by Certificate of Occupancy)  Seats

Number of Tables Proposed  Tables

Description of any other outdoor furniture/tents proposed

Name of Property Manager and Contact Phone Number

Description of Location of Proposed Outdoor Dining or Outdoor Commercial Activity

Number of Parking Spaces Being Utilized for Outdoor Commercial Activity  Spaces

All seats, tables, and outdoor furniture proposed are temporary and are removable. No permanent structures are proposed.

No ADA spaces are being utilized.

No fire lanes are being blocked.

No travel lanes, neither pedestrian nor vehicular, or pedestrian crossings are being blocked.

No mechanical room doors, egress doors, fire department connections, hydrants or other fire equipment are blocked.

Any tent must (1) be flame-resistant with appropriate labeling affixed to the tent material, (2) remain open on all sides, (3) be located at least 20 feet from any building, and (4) be securely anchored to prevent collapse or uplift during inclement weather.

Tents or tent area larger than 900 square feet will require approval from the Fairfax County Fire Marshal.

Virginia Alcoholic Beverage Control (VABC) approval is required for serving alcoholic beverages outdoors.

All requirements of any executive order of the Governor (including but not limited to requirements for social distancing, use of face coverings, and cleaning and disinfection) must be followed

Will you require assistance from the Town in obtaining temporary barriers for delineating the outdoor space?

Enter "0" if these are not applicable.

Enter "Yes" if you understand and agree to the statements.

Save and Continue

Help

9. Review the information entered for the application and check the box and hit confirm if ready to continue.

<b>proposed:</b> 1 tent under 100 sf	<b>Number:</b> Town of Vienna
<b>Description of Location of Proposed Outdoor Dining or Outdoor Commercial Activity :</b> Front parking lot	<b>Number of Parking Spaces Being Utilized for Outdoor Commercial Activity:</b> 4
<b>All seats, tables, and outdoor furniture proposed are temporary and are removable. No permanent structures are proposed.:</b> Yes	<b>No ADA spaces are being utilized.:</b> Yes
<b>No fire lanes are being blocked.:</b> Yes	<b>No travel lanes, neither pedestrian nor vehicular, or pedestrian crossings are being blocked.:</b> Yes
<b>No mechanical room doors, egress doors, fire department connections, hydrants or other fire equipment are blocked.:</b> Yes	<b>Any tent must (1) be flame-resistant with appropriate labeling affixed to the tent material, (2) remain open on all sides, (3) be located at least 20 feet from any building, and (4) be securely anchored to prevent collapse or uplift during inclement weather.:</b> Yes
<b>Tents or tent area larger than 900 square feet will require approval from the Fairfax County Fire Marshal.:</b> Yes	<b>Virginia Alcoholic Beverage Control (VABC) approval is required for serving alcoholic beverages outdoors.:</b> Yes
<b>All requirements of any executive order of the Governor (including but not limited to requirements for social distancing, use of face coverings, and cleaning and disinfection) must be followed:</b> Yes	<b>Will you require assistance from the Town in obtaining temporary barriers for delineating the outdoor space?:</b> No

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.

[Confirm](#) [Edit](#)

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.

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**Plan Review Submittal**

Application      **Upload Files**      Fees      Confirm and Submit

**Document Upload**

This page will allow you to upload your project documents. Use the button to browse your network for the files to upload and then click the "Upload" button to begin transferring your documents.

**Acceptable file formats: (pdf,jpg,png).**

+

**Select files**  
Add files to the upload queue and click the start button.

Filename	Size	Status
Outdoor Dining Diagram.png	3.4 mb	0%
Applicant Authorization Form.pdf	434 kb	0%
Add Files	Start Upload	3.9 mb    0%

**SUBMITTAL REQUIREMENTS**

Following these guidelines as closely as possible will enable the review team to process your submittal as quickly as possible. Files that are not named appropriately are difficult to navigate and will result in extended review times.

For projects that do not include multi-page plan sets, documents should be labeled as follows:

*Document Description - Address - Business Name (ex. Site Plan - 100 Test Dr. - Pocket Docket)*

For projects that include multi-page plan sets, please use the following standardized naming convention example:

- 001. C-1 Cover Sheet
- 002. A-1 Floor Plan
- 003. S-101 Foundation Plan

Your drawing files should match the index of drawings typically found on the cover sheet.

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- 11. No fees are required so click "Save and Continue" at the Plan Review Fees screen.
- 12.

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Plan Review Submittal

Application Upload Files Fees Confirm and Submit

Plan Review Fees

No fees are due at this time.

Save and Continue

- 13. Click "Confirm and Submit for Review."

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Plan Review Submittal

Application Upload Files Fees Confirm and Submit

Confirm and Submit

Please confirm your submittal package by clicking the "Submit For Review" button below. Once you confirm your submittal, an automatic notification email will be sent to the review agency and the review process will begin.

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.

**Number of Recipients:** 1

**Sent:** 06/01/2020 4:44:35 PM

**Sent by:** [REDACTED]

**To:** [REDACTED]

**Cc:**

**Bcc:**

**Subject:** Resubmittal Required - Town of Vienna Business

**Attachments:** [Comment Letter\\_01.pdf](#)



**Town of Vienna**  
127 Center Street South  
Vienna, VA 22180  
Phone: (703) 255-6341

Hello [REDACTED]

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.



**Town of Vienna, Virginia**  
127 Center Street South  
Vienna, VA 22180  
Phone: (703) 255-6341  
Email: DPZ@viennava.gov

### **Town of Vienna Temporary Outdoor Commercial Activity Permit**

A temporary outdoor commercial activity permit is hereby granted for the following individual(s), business, or establishment in accordance with the emergency ordinance passed by the Town Council on June 1, 2020.

*Applicants must adhere to Fairfax County Health Department requirements/regulations, Fairfax County Fire Marshal requirements/regulations, and VABC requirements/regulations. Commonwealth of Virginia social distancing orders and guidelines must be followed at all times.*

#### **Permit Information**

**Permit Type:** Temporary Outdoor Commercial Activity Permit  
**Permit Number:**  
**Permit Issued:**  
**Project ID Number:** 399569

#### **Location:**

**Street Address:** 127 CENTER ST S

#### **Contact Information:**

**Issued To:** [REDACTED]  
Town of Vienna  
127 Center Street South  
Vienna, VA 22180

**Property Owner:** [REDACTED]  
Town of Vienna  
127 Center Street South  
Vienna, VA 22180

#### **Conditions**

Condition N/A

Mercury T. Payton, Town Manager