

## Process

To install an outdoor seating enclosure, you must submit for review:

- a “Revocable Encroachment Permit for Outdoor Eating Areas in the Right-of-Way” application (available at the Engineering Counter at 281 N. College).
- a \$50 processing fee.
- a plan showing the proposed outdoor seating area with measurements.
- a permission letter from the owner of the property.
- proof of at least \$1M liability insurance, naming the certificate holder as insured and the City as additional insured.

As per Article 4 – Division 4.16(E)(b), the design of each outdoor seating area must comply with the approved design guidelines. *An exception to these design guidelines may be presented for approval; however, the design must meet the intent of these guidelines.*

Failure to comply with these guidelines constitutes a violation of the City Land Use Code.



## *Downtown Outdoor Seating Guidelines*



**For forms, information or questions, contact the Engineering Department at (970) 221-6605 or visit in person at:**



281 N. College Avenue, P.O. Box 580

Fort Collins, CO 80522-0580



## GUIDELINES FOR DOWNTOWN OUTDOOR SEATING AREAS

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Downtown Fort Collins' retail and entertainment core is characterized by a collection of the City's highest quality streetscapes.

Outdoor seating areas add to the success of downtown streets: they add ambience, liveliness and amenity to the downtown as a whole, and create possibilities for customers and visitors to people watch and enjoy the weather.

Proposed items in the right-of-way shall contribute to the uniqueness of downtown with predominant materials, elements, features, and color range tailored specifically to the site and its context so that it forms a cohesive place within downtown.



*\*Enclosures are required for any establishment that wishes to provide outside alcohol service.*

### Enclosure

Outdoor seating enclosures must demarcate areas of the existing sidewalk only. No floor-type structure may be constructed over the sidewalk. At least seven (7) feet of unobstructed sidewalk must be provided for pedestrian circulation.

### Railing

Enclosures must be either bolted to the sidewalk or installed in sleeves in the sidewalk.

### Railing Color

Acceptable colors for outdoor seating enclosures include black, naturally dark metal colors, and dark green.

### Materials

Railings must be constructed of architectural or decorative metals only. Fabric panels may be used.

### Furniture

Tables, chairs, planters, trash receptacles and other elements of street furniture shall be of a traditional form and compatible with the architectural character of the

building in terms of style, color, materials and similar elements.



### Additional Amenities

Additional outdoor seating amenities such as awnings, umbrellas, flower boxes and lighting fixtures are allowed and encouraged.

### Signage

Signage is permitted within outdoor seating areas only with a valid City Portable Sign permit. No extra or additional signage is permitted solely as a result of an establishment's participation in the outdoor seating program.