

**CITY OF HOOD RIVER  
RIGHT-OF-WAY USE APPLICATION**

HRMC 13.52.040 (fee set by Council Resolution)

Applicant Name: \_\_\_\_\_ e-mail: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of business: \_\_\_\_\_  
Address: (if different from above) \_\_\_\_\_  
Owners name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Use of Right-of-Way for: (check one)  
Tables: \_\_\_\_\_ How Many: \_\_\_\_\_  
Planter Boxes: \_\_\_\_\_ How Many: \_\_\_\_\_  
Benches: \_\_\_\_\_ How Many: \_\_\_\_\_  
Other: \_\_\_\_\_ How Many: \_\_\_\_\_

Location(s) of Use: \_\_\_\_\_  
*Submit a sketch plan showing building front and location of items.*

Submit Style: Photo if possible (tables, chairs, benches, planters or other objects): \_\_\_\_\_

*Applicant is responsible for obtaining all food service permits and for compliance with fire safety regulations.  
An additional fee will be charged if inspection by the Fire Chief is necessary.*

Will alcohol be served at location? **Yes / No** Liquor license #: \_\_\_\_\_  
*Applicant is responsible for obtaining all required OLCC permits. (OLCC: 1-800-452-6522)*

**\*\*Submit Certificate of Insurance naming City of Hood River as additional insured\*\***

*NOTE: Additional information may be requested to complete review of this application. **By signing this permit I am stating that I have read it in its entirety and agree to comply with all applicable ordinances, resolutions and policies of the City of Hood River.***

\_\_\_\_\_  
Date: \_\_\_\_\_ Signature of Applicant  
\*\*\*\*\*

**TO BE COMPLETED BY CITY:**

Fee(s) Paid: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_  
Map & Tax Lot #: \_\_\_\_\_ Zone: \_\_\_\_\_

<u>Routing:</u>	<u>Recommendation:</u>	
_____	Planning	_____
_____	Fire Chief	_____
_____	Police	_____
_____	Other	_____

\_\_\_\_\_  
APPROVED (or) \_\_\_\_\_ APPROVED (with Conditions)  
\_\_\_\_\_  
DENIED (Reasons for Denial): \_\_\_\_\_

License #: \_\_\_\_\_ Date Issued: \_\_\_\_\_  
\_\_\_\_\_  
CITY RECORDER

General:

Approval to use the right-of-way under this permit does not imply approval by the City of Hood River of any other permits required for the business to operate (liquor license, health regulations, sign, etc.) Separate applications are required to satisfy any of those requirements.

Guidelines:

- a. Permits to place tables and/or chairs will only be issued for placement on the sidewalk in front of the licensed business.
- b. Permits will not be issued to display merchandise for sale in the right-of-way.
- c. The sidewalk in front of the business must be wide enough such that a minimum of three feet (36 inches) of pedestrian clearance can be established. The clearance will be measured from the edge of the table closest to the curb to the nearest curb, tree, light pole, meter, bike rack, or trash can. This three-foot clearance must be kept free of all obstacles. This includes obstacles used by patrons (strollers, bikes, dogs, etc.). In areas of congested pedestrian activity, the City may require a wider pedestrian path as circumstances dictate.
- d. Placement of tables, chairs or other allowed items must not in any way interfere with curb ramps, access to buildings, driveways or fire accesses.
- e. The applicant must submit a sketch plan with the application showing building front and location of tables, chairs, benches or other allowed items.
- f. Permit holder must keep in force liability insurance in which the City is named as additional insured as long as the permit is in effect. The permit holder will file proof of this insurance with the City as part of the permit application.
- g. Only one row of seating will be permitted with the seating area only located immediately adjacent to the front of the building; not along the street curb.
- h. Tables will be serviced from stations inside of the premises. Bus stations, bus trays, food trays, setups, and utensils, or any other items to service tables may not be placed or stored outdoors on the premises.
- i. The permit holder must keep the area clean of garbage, food, trash, paper, cups, cans, or other litter associated with the operation of the outdoor seating area. All trash and waste shall be properly disposed of by the permit holder.
- j. For any outdoor seating area where alcoholic beverages are served, the permit holder shall comply with all state and local regulations for the sale, possession, and/or consumption of alcoholic beverages and shall provide the City with a copy of all permits or licenses for the sale, possession, and/or consumption of alcoholic beverages.
- k. If alcoholic beverages are served, the patron must be advised that he/she is not allowed to leave the premises with the alcoholic beverage, except to go inside the premises.
- l. The permit is business and person specific. Any change in owner or change of business will require a new application.
- m. The City may revoke the permit if any of the conditions of the permit are not being met or if, for any reason, the City deems the occupation of the right-of-way no longer desirable, or the City requires the area for any other purpose.
- n. The City reserves the right to temporarily suspend the permit of any or all applicants for any special events (First Friday, parades, etc.).
- o. Tables and chairs shall not be permanently fixed to the building face or sidewalk. The permit holder shall remove tables and chairs at the close of the business day.
- p. Tables, chairs, and any other objects provided by the permit holder shall be of sufficient quality, design, materials and workmanship to ensure the safety and convenience of the users, and to enhance the visual and aesthetic quality of the downtown. The permit holder should provide information on the tables, chairs, or other objects to be placed in the right-of-way at the time of application.
- q. Tables, chairs, and other objects must be sturdy, stable, and have sufficient weight so that they cannot tip over or be blown away by the wind.
- r. The permit holder shall be responsible for the maintenance, upkeep and security of the furniture and accessories.
- s. The permit holder is responsible to repair and /or replace any or the entire sidewalk from damage done by accessories. The City has the option to make the repair and recover costs from the permit holder for the damages.

**Fees:** (Resolution 2005-10)

The following fees will be submitted at the time of application:

Outdoor Seating	\$60 per table
Benches	\$00
Planters	\$00

**Penalties:**

Violations are punishable by a fine not to exceed:

\$100	First Offense
\$200	Second Offense
\$500	Third Offense and subsequent offenses

### **13.52.040 City permission requirement.**

No person may occupy or encroach on or alter a public right-of-way, or alter any thing in a right-of-way without the permission of the City. The City grants permission to use rights-of-way by ordinance, franchises, licenses and permits. Fees for licenses and permits are set by Council resolution, and the fee may include an amount designed to offset the impact on the use of the right-of-way, if any.

A. The City Manager has the authority to grant permits for the temporary use of the public right-of-way under the exclusive jurisdiction of the City. Permits for the temporary use of the City public right-of-way are revocable at any time for any reason at the discretion of the City Manager or the City Council. A permit for the temporary use of the City public right-of-way shall provide that the City will incur no liability for revocation of the permit and that the permit holder's temporary use of the right-of-way is made at the permit holder's sole risk.

---

**The Hood River Municipal Code is current through Ordinance 2060, passed January 11, 2021.**

Disclaimer: The City Recorder's Office has the official version of the Hood River Municipal Code. Users should contact the City Recorder's Office for ordinances passed subsequent to the ordinance cited above.

**Note:** This site does not support Internet Explorer. To view this site, Code Publishing Company recommends using one of the following browsers: Google Chrome, Firefox, or Safari.

[City Website: cityofhoodriver.gov](http://cityofhoodriver.gov)

[Code Publishing Company](#)