

ROW EXPANSION BUSINESS PROCESS

1. **Pre-app Meetings, Upon Request** – City staff will meet with business owners to review their proposals or to clarify requirements, as needed.
2. **Sidewalk Café License** – Licensing staff will work with applicants to process and issue new applications as well as amend licenses previously issued for the 2020 operating year. Sidewalk Café License application requirements include insurance, business registration, site map diagrams and \$100 fee.
3. **ROW Application** – Licensing staff will run the application and uploaded documents through the Special Event Permit workflow in ePlans. Streets/Parking reviews will be run outside of the system via email. Downtown Bend Business Association will also be able to weigh-in on proposed plans to ensure downtown needs can still be accommodated and for communication purposes. City staff to review proposals:
 - a. Police
 - b. Fire
 - c. Transportation/Parking
 - d. ADA
 - e. Administrative/Insurance/Communications
4. **Permit Issuance** – Notice of permit issuance sent out to relevant parties. Closures included in Weekly Road & Traffic Report. Businesses must keep a copy of the permit and approved TCP on-hand.
5. **Monitoring** – City staff to perform regular inspections of road closure areas and work with businesses on any necessary modifications or amendments of the issued permit.

