



**All restaurants are required to submit Site & Floor Plans for their establishment**

## Site Plan

**Site Maps are required because:**

- They determine the property lines
- Property lines identify the zoning district
- Zoning Districts determine which business is allowed there.

## Floor Plan

**Floor Plans allow the City to:**

- View the layout of the building,
- Ensure that you are applying for all the appropriate licenses

### Site Plans vs. Floor Plans

The Site Plan outlines the space outside of the building ( e.g., cross streets, parking lots, driveways), where as the Floor Plan outlines what is inside your building ( e.g., kitchen, seating area) .

### Submitting your Site & Floor Plans:

Plans should be included as part of your e-plan submission. If you do not need to pull any building permits (no construction), you can submit these with your license application to your business consultant on the 8<sup>th</sup> floor)

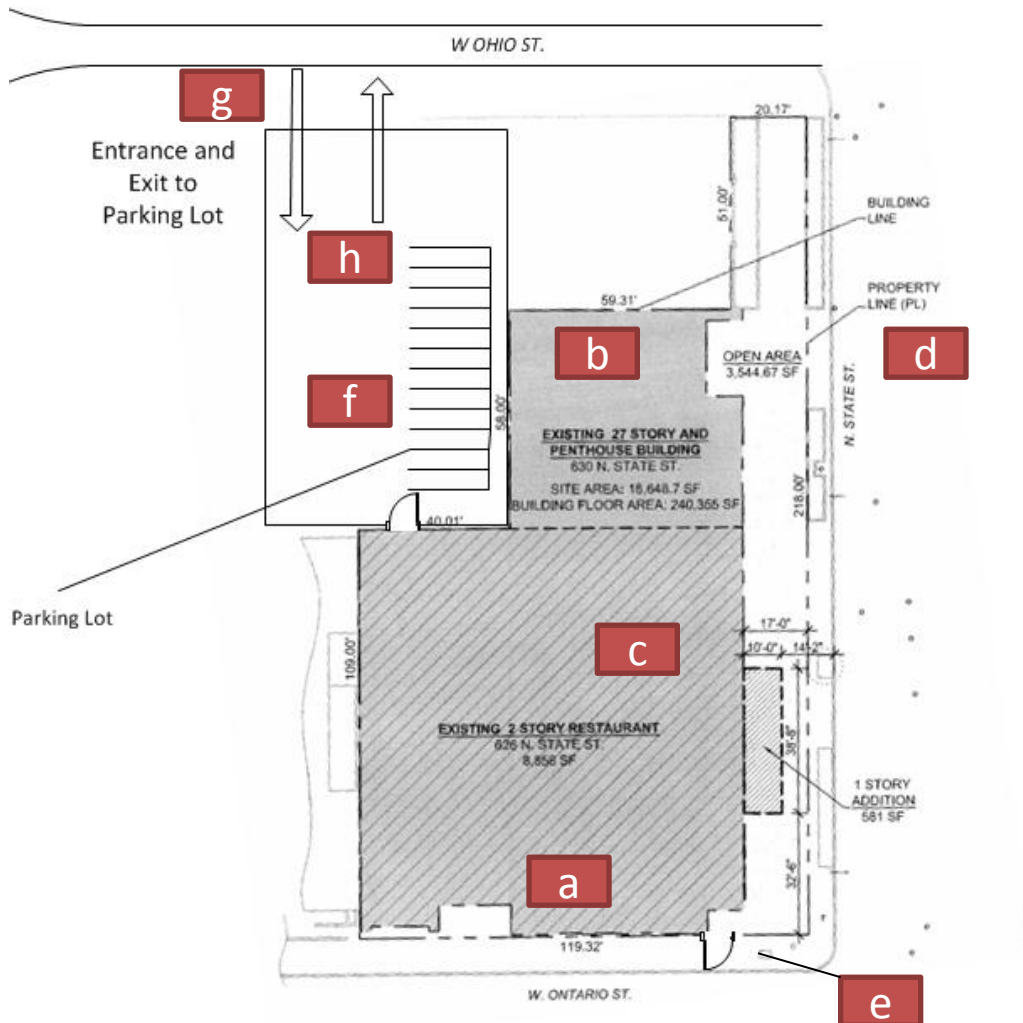
Incomplete Site and Floor plans will result in you making extra trips to City Hall until all components are submitted. The following pages will outline what elements are necessary for an acceptable Site Map and Floor Plan.

# Site Plan

Before submitting a site plan, ensure it includes the following:

- External dimensions of the building
- Dimensions of your establishment
- Number of Floors with square footage
- All cross streets, alleys and driveways
- All entrances to and exits from the building
- All parking spaces, and the dimensions of each space
- All entrances and exits from the parking lot
- Directions of parking lot traffic flow

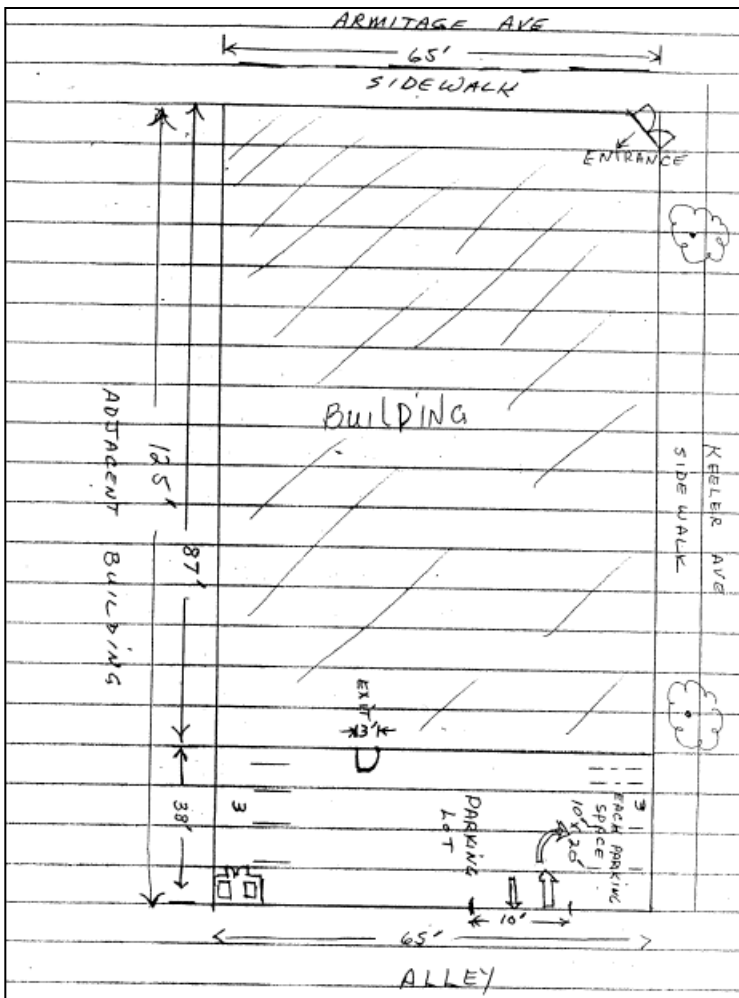
Here is an example of a site plan with all the elements listed above:



**Note: Site Plans do not need to be electronically generated. The only requirement is that it includes all the information listed above**

# Remember: ALL Requirements need to be included on a Site Plan.

Any elements not included will result in the site plan being returned to you for edits



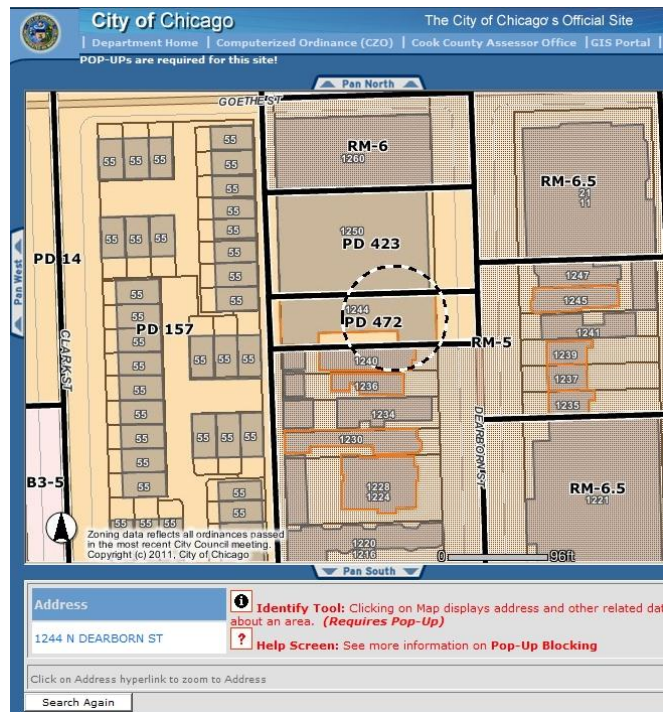
- ✓ External dimensions of the building
- ✓ Dimensions of your establishment
- ✓ Number of Floors with square footage
- ✓ All cross streets & alleys
- ✓ All entrances to and exits from the building
- ✓ All parking spaces, and the dimensions of each space
- ✓ All entrances and exits from the parking lot
- ✓ Directions of parking lot traffic flow

# Examples of Unacceptable Site Plans

**NOTE:** Maps from the web or Zoning Maps ARE NOT acceptable Site Plans

The two examples below highlight how none of the Site Plan requirements are met by the screenshots of Google Map and Zoning Map

- ❌ External dimensions of the building
- ❌ Dimensions of your establishment
- ❌ Dimensions of the property lot, including any curb cuts for driveways
- ❌ All parking spaces, and the dimensions of each space
- ❌ All cross streets & alleys
- ❌ All entrances to and exits from the building
- ❌ All entrances and exits from the parking lot
- ❌ Directions of parking lot traffic flow

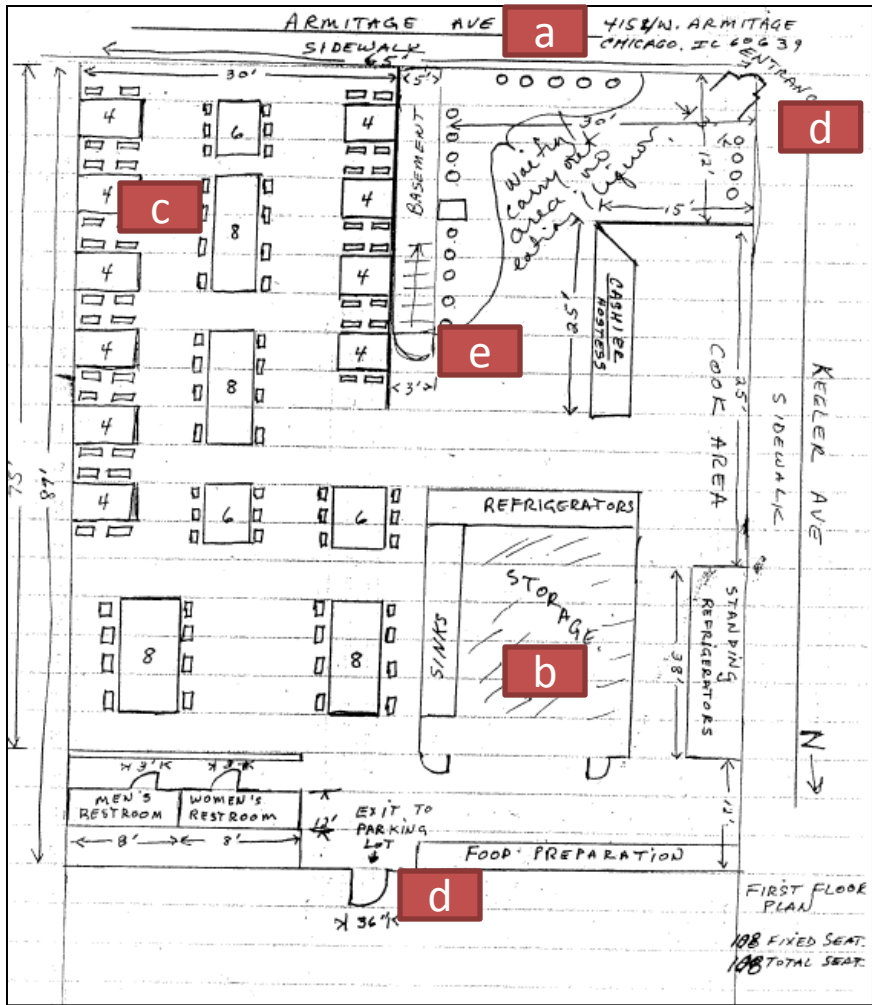


# Floor Plan

Before submitting a floor plan, ensure it includes the following

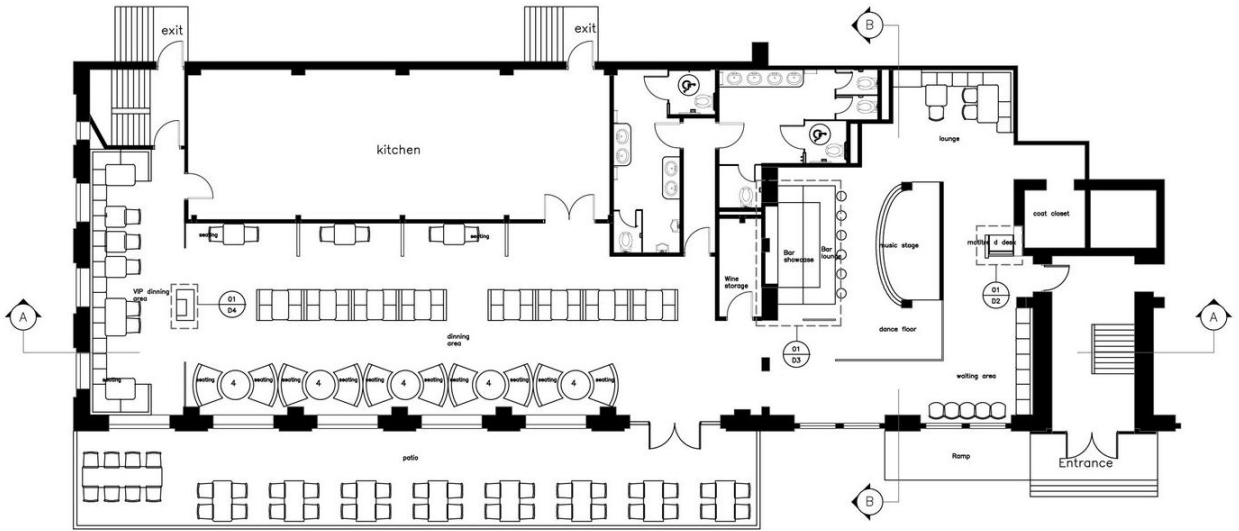
- Internal dimensions of your establishment, including all floors
- All storage (i.e. food, liquor, etc) area, food preparation areas, and both men/women's bathrooms
- For liquor licenses: tables, chairs, bars, service bars, dance floor
- All entrances to and exits from your establishment
- All stairwells
- The seating capacity of each floor
- Total seating capacity

Here are some examples of Floor Plans that meets all the necessary requirements:



# Examples of Floors Plans that do not meet the criteria

**NOTE:** it is important to provide Dimensions of your space AND highlight areas of storage and seating. Like Site Plan submissions, omission of any of the requirements will result in the application being returned to the owner for edits



- Internal dimensions of your establishment, including all floors
- All storage (i.e. food, liquor, etc) area, food preparation areas, and both men/women's bathrooms
- For liquor licenses: tables, chairs, bars, service bars, dance floor
- All entrances to and exits from your establishment
- All stairwells
- The seating capacity of each floor
- Total seating capacity

# Site Plan

Address

Restaurant Name

Date

A large grid for drawing a site plan, consisting of 30 columns and 30 rows of squares. The grid is mostly empty, with a checklist box in the bottom-left corner.

### Site Plan Checklist

- External dimensions of the building
- Dimensions of your establishment
- Number of Floors with square footage
- All cross streets, alleys and driveways
- All entrances to and exits from the building
- All parking spaces, and the dimensions of each space
- All entrances and exits from the parking lot
- Directions of parking lot traffic flow



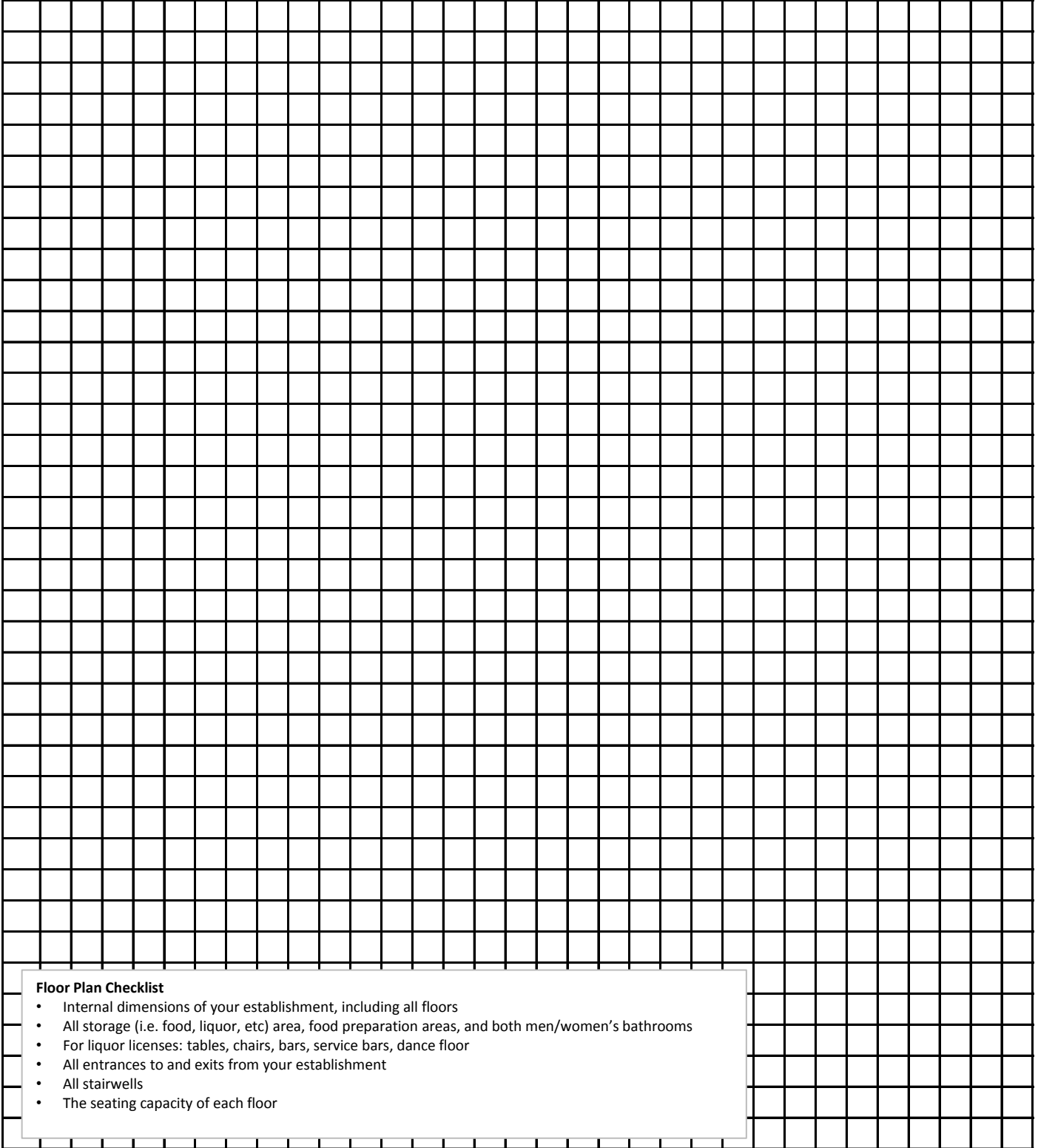


# Floor Plan

Address

Restaurant Name

Date

A large grid for drawing a floor plan, consisting of 30 columns and 30 rows of squares.

### Floor Plan Checklist

- Internal dimensions of your establishment, including all floors
- All storage (i.e. food, liquor, etc) area, food preparation areas, and both men/women's bathrooms
- For liquor licenses: tables, chairs, bars, service bars, dance floor
- All entrances to and exits from your establishment
- All stairwells
- The seating capacity of each floor

