



TEMPORARY USE PERMIT APPLICATION – Temporary Outdoor Hair Salon/Personal Care Services

Applicant _____ Ph: _____ Email: _____ @ _____

Business Name: _____ Address: _____

Brief Description of Location (attach detailed Site Plan): _____

Hours of Operation _____ Services Offered: _____

CA License No: _____

This permit is for the allowance of temporary outdoor hair salon/personal care services only, in accordance with state and county orders and in the interest of allowing businesses some relief due to circumstances caused by the COVID-19 virus. The City will notify all permit applicants one week in advance of the cessation of outdoor personal care services.

I, the undersigned, have read, understand and accept, and will comply with the attached conditions and the requirements of the San Dimas Municipal Code. I understand that any violation of the aforementioned conditions shall result in immediate revocation of this permit. I hereby certify that the information I have submitted (see submittal requirements on attached page) is complete and accurate.

Applicant Signature

Date

Planning Department Use Only

APPROVED/ DENIED

PLANNING DEPARTMENT

DATE

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Temporary Outdoor Hair Salon/Personal Care Services Submittal Requirements

The following shall be submitted with the Temporary Use Permit application for temporary outdoor hair salon/personal care services due to COVID-19 occupancy restrictions:

1. **Site Plan.** Provide two site plans of the property, including the building, parking lot and any outdoor areas associated with the business or property. Indicate the proposed location of the outdoor area to be utilized, the dimensions of the proposed area, the width of the sidewalk (if utilizing the sidewalk for the salon services area), note the location of all chairs (chairs must be spaced six feet apart), tents/canopies and any fencing or barriers.
 - a. **Use of Parking Areas for Services.** If parking spaces are to be used for hair salon/personal care services, the following criteria must be met:
 - i. ADA accessible spaces and the required path of travel may not be blocked or utilized.
 - ii. Any parking spaces to be utilized shall be directly adjacent to the business. Customers and/or staff shall not cross drive aisles to get to the salon services area. Businesses which do not have parking adjacent to their storefront should contact Planning to discuss alternative locations.
 - iii. Drive aisles shall remain clear.
 - b. **Use of Public Parking/Sidewalks for Hair Salon/Personal Care Services.** If any public area is to be used for outdoor hair salon/personal care services, the following criteria must be met:
 - i. Sidewalks must still allow for a four-foot-wide path of travel at all times.
 - ii. An Encroachment Permit must be obtained from Public Works. Please contact Public Works or see the City website for requirements.
2. **Letter of Authorization.** A letter of authorization from the landlord or property management company is required. The letter must indicate which areas are approved for the outside services.
3. **Letter of Description.** A letter describing the proposed outdoor hair salon/personal care service use must be provided. The letter must contain hours of operation, a description of any temporary lighting, a description or pictures of the type of barrier to be used (if necessary), how cut hair will be

dealt with, and how the location will meet Los Angeles County Public Health guidelines.

a. *Hair salons/Barber shops: Hair Salon/Barber Shop:*

http://www.publichealth.lacounty.gov/media/Coronavirus/docs/protocols/Reopening_HairSalons_Barbershops.pdf

b. *Personal Care Facilities: Personal Care Facilities:*

http://www.publichealth.lacounty.gov/media/Coronavirus/docs/protocols/Reopening_PersonalCare.pdf

Conditions of Approval for Temporary Outdoor Hair Salons/Personal Care Services

The following conditions must be adhered to at all times:

1. The outdoor area shall be restricted to areas immediately adjacent to the business.
2. All tables, chairs, umbrellas, lighting and other accessories used in the outdoor area shall be temporary.
3. Tents, barriers or fencing shall be provided to surround the temporary outdoor service area if the area utilizes any parking spaces.
4. All cut hair must be kept on site through use of barriers and cleaned up regularly.
5. Any electrical cords must be run in a way so that they do not cross sidewalks/walk aisles or be covered by a pedestrian cable protector.

The following are prohibited:

1. **Per the Los Angeles County Order of the Health Officer: "Services that cannot be performed with face coverings on both the worker and customer or that require touching the customer's face, e.g., eyelash services, eyebrow waxing and threading, facials, etc., are not permitted until those types of services are allowed to resume."**
2. The permanent attachment or installation of any accessories required for outdoor salon services/personal care services, such as:
 - a. Bolting any chairs, tables, umbrella stands or barriers to the building, sidewalk, parking lot, etc.
 - b. Installing fixed heat lamps.
3. Expanding the area beyond the approved area shown on the site plan.
4. The use of the temporary outdoor hair salon/personal care services area for any purpose other than these services.
5. The use of any accessories required for outdoor hair salon/personal care services which block any ADA parking spaces or path of travel.

Questions? Contact the Planning Department for the City of San Dimas at 909.394.6250.

How to Create a Site Plan

The following steps will help you create the needed site plan.

Step 1.

Using Google Maps, take a screenshot of your business and the area immediately surrounding it. Make sure that the location of the business can be determined from the image (i.e. Show a major street or landmark). Either print the image on a 8"x11" (or larger) paper or edit the image in Word, PowerPoint, Publisher, or Acrobat for clarity.

Step 2.

Clearly outline the area which you wish to use for your outdoor hair salon/personal services area. Write in the dimensions of the proposed area and the width of the sidewalk (if the sidewalk is being used for dining

Step 3.

Show the locations of all chairs which are to be used. Ensure that the chairs have adequate space between them to allow for social distancing measures.