



**POP-UP
PATIO**

PILOT PROGRAM

CHEAT SHEET

APPLICATION STEPS

Planning an expansion on property you own or lease?

1. Read [Pop-Up Patio Application Guidelines](#)
2. Get permission from landlord and/or neighbors (if applicable)
3. [Create rough sketch](#) of proposed patio/parklet/pedlet
4. Ensure sketch includes [safety structures and physical barriers](#) recommended in application guidelines
5. Submit sketch and all other information to [City of Dayton zoning](#)
6. Send an [email to Public Health](#) with details about the outdoor dining areas. Be sure your application is complete before submitting. This will expedite the approval process
7. Submit ["request for expansion of permit premises"](#) and file with the [Ohio Department of Commerce](#), if sales and consumption of alcohol will take place on patio/parklet/pedlet, after obtaining permission from public health.

Applying for a pop-up patio in the public right-of-way?

1. Read [Pop-Up Patio Application Guidelines](#)
2. Choose site for patio/parklet/pedlet
3. Get permission from landlord and/or neighbors (if applicable)
4. [Submit application](#) to the City of Dayton [Public Works department](#). Follow the steps in the application guidebook to ensure your application is complete. This will expedite the approval process
5. [Send an email to Public Health](#) with details about the outdoor dining areas
6. Submit ["request for expansion of permit premises"](#) and file with the [Ohio Department of Commerce](#), if sales and consumption of alcohol will take place on patio/parklet/pedlet, after obtaining permission from Public Health

After obtaining approval, install your expanded outdoor seating area, adhering to all guidelines set forth by the City of Dayton and State of Ohio. Continue to maintain the space until deconstruction by Oct. 31, 2020. There will be surveys to gauge the success of the program during and after the pilot phase.