



DESIGN EXCEPTION FORM OUTDOOR DINING

| Business Name | Contact Phone |
|------------------------------------|---------------|
| | |
| Requested by (First and last name) | Contact Email |
| | |
| Site Address | Request Date |
| | |

| Design Exceptions (select all that apply) |
|---|
| <p><input type="checkbox"/> Non flush platform - Outdoor dining must be physically accessible to people with disabilities.</p> <p><input type="checkbox"/> No platform - Provide equal access to outdoor dining opportunities to people with disabilities.</p> <p><input type="checkbox"/> Sidewalk structures - Ensure sidewalk corridor allows easy movement for people with all abilities. Discourage feeling of enclosed, privatized spaces in sidewalk corridor</p> <p><input type="checkbox"/> Wall height $\geq 42''$ or $\leq 32''$ - Ensure visibility of pedestrians and other users who may be crossing the street, adjacent to installation</p> <p><input type="checkbox"/> Stormwater gap - Allow stormwater to pass under installations to avoid pooling of water and accumulation of debris.</p> <p><input type="checkbox"/> Depth or width of installation $> 7'$ - Traffic flow and safety is maintained.</p> <p><input type="checkbox"/> Other</p> |
| Exception Description (cite the standard, guideline, or policy that will not be met) |
| |
| Location of design feature (street, parking lane, sidewalk, etc) |
| |

| |
|---|
| Reason(s) for design exception (attach background documents such as drawings or photos if necessary) |
| |
| How will this design meet the program's objectives? <i>The objective is described above next to the exception category. For example, the objective for non-flush platform is "Outdoor dining must be physically accessible to people with disabilities." So to address this objective describe how you would meet that requirement.</i> |
| |

Instructions for applicant

Use this form to request a Design Exception for your Outdoor Dining application. An Exception is a request to allow an exception to the Outdoor Dining Program's conditions as it relates to design and safety guidelines. This form must be filled out completely. For help or questions about this form, please consult PBOT and the Outdoor Dining team at outdoordiningpdx@portlandoregon.gov or (503) 823-4026.

Email the form and any supporting documents in PDF format to outdoordiningpdx@portlandoregon.gov. You may also hand-deliver requests to:

City of Portland – 1st Floor Reception
 Attn: Portland in the Streets
 1120 SW 5th Ave.
 Portland, OR 97201

Once submitted, an Outdoor Dining staff member will reach out with next steps. This request will be reviewed by the Outdoor Dining team. The approval process may take up to 6 weeks.

By submitting this form, I agree to pay the \$150 exception processing fee and understand that the exception will not be reviewed until payment has been submitted. During the 2024 permit cycle fees may be waived while ARPA funds are available.