



Department of Planning and Zoning

Town of Vienna, Virginia

127 Center Street S

Vienna, Virginia 22180

Phone: 703-255-6341 | Email: DPZ@viennava.gov

Hours: Monday – Friday, 8:00 am - 4:30 pm

How to Guide: Revising a Temporary Outdoor Commercial Activity Permit through idtPlans

Follow the steps on the following pages to revise a temporary outdoor commercial activity permit. Please contact staff at dpz@viennava.gov if you have any questions.

1. Sign into idtPlans using the same account used when originally applying for a temporary outdoor commercial activity permit via: <https://vienna.idtplans.com/secure/>.

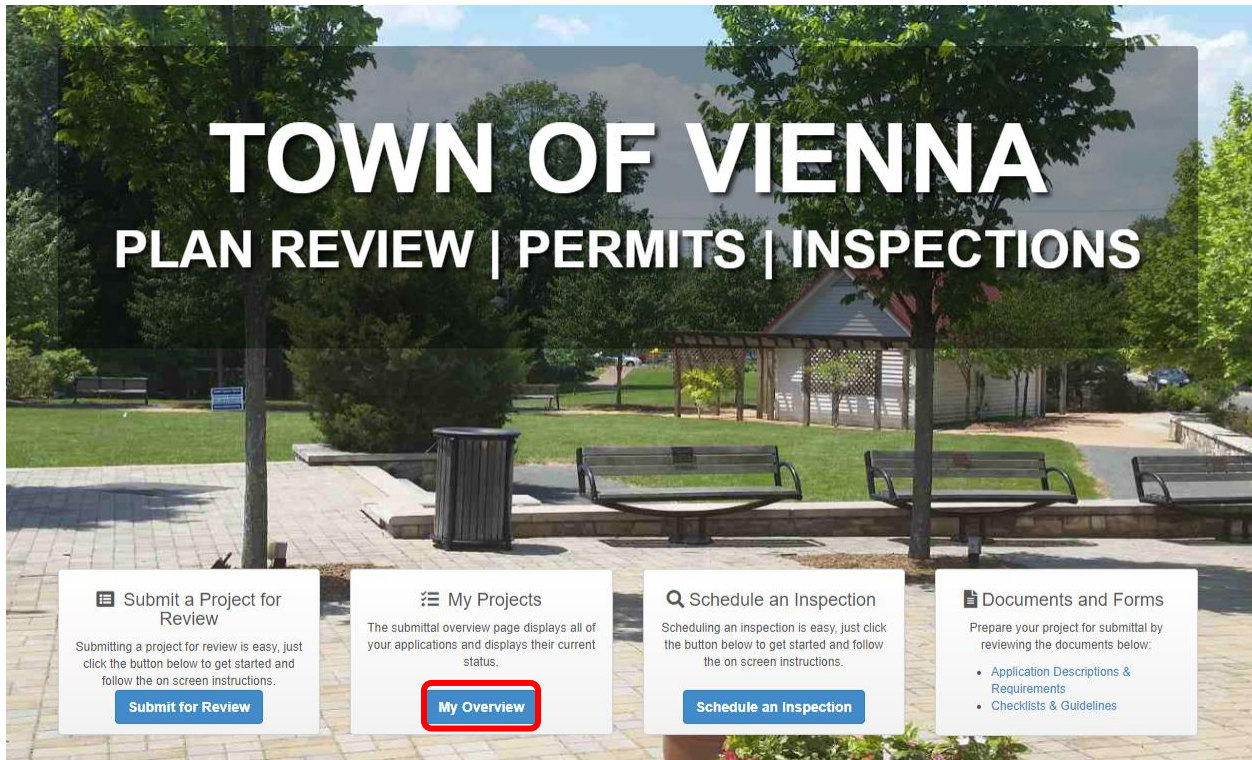
TOWN OF VIENNA
since 1890

Register Inspections Support

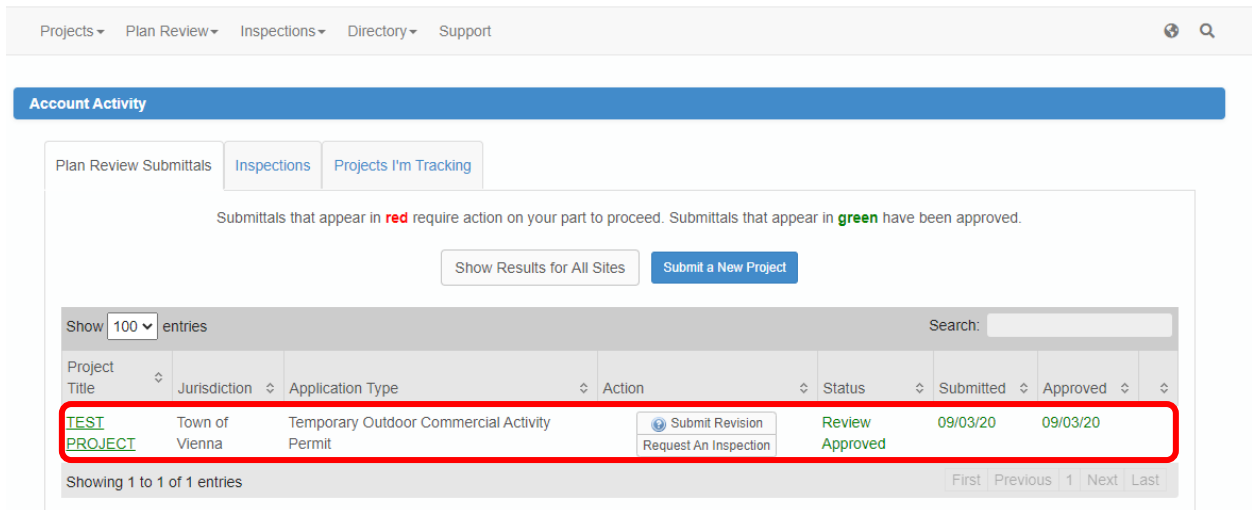
TOWN OF VIENNA
PLAN REVIEW | PERMITS | INSPECTIONS

- Submit a Project for Review**
Submitting a project for review is easy, just click the button below to get started and follow the on screen instructions.
[Submit for Review](#)
- My Projects**
The submittal overview page displays all of your applications and displays their current status.
[My Overview](#)
- Schedule an Inspection**
Scheduling an inspection is easy, just click the button below to get started and follow the on screen instructions.
[Schedule an Inspection](#)
- Documents and Forms**
Prepare your project for submittal by reviewing the documents below:
 - Application Descriptions & Requirements
 - Checklists & Guidelines

2. Once have signed in, click on the “My Overview” button on the main page.



All submitted projects will be displayed. If you have applied before, you will see your existing temporary permit listed.



3. Under the "Action" column, click on "Submit Revision."

The screenshot shows the 'Account Activity' page with a navigation bar at the top containing 'Projects', 'Plan Review', 'Inspections', 'Directory', and 'Support'. Below the navigation bar, there are tabs for 'Plan Review Submittals', 'Inspections', and 'Projects I'm Tracking'. A message states: 'Submittals that appear in red require action on your part to proceed. Submittals that appear in green have been approved.' Below this message are buttons for 'Show Results for All Sites' and 'Submit a New Project'. A table is displayed with the following columns: Project Title, Jurisdiction, Application Type, Action, Status, Submitted, and Approved. The table contains one entry: 'TEST PROJECT' (in red), Town of Vienna, Temporary Outdoor Commercial Activity Permit, with a 'Submit Revision' button (highlighted in red) and a 'Request An Inspection' button. The status is 'Review' and 'Approved', with dates '09/03/20'. The footer of the table shows 'Showing 1 to 1 of 1 entries' and navigation links: 'First', 'Previous', '1', 'Next', 'Last'.

4. Click "Proceed" to proceed with a revision.

The screenshot shows the 'Account Activity' page with a modal dialog box open. The dialog box has a blue header with the text 'Title' and a white body with a text input field. At the bottom of the dialog box are two buttons: 'Cancel' and 'Proceed' (highlighted in red). The background of the page is dimmed, showing the same navigation bar and tabs as in the previous screenshot. The message about red and green submittals is also visible. The table below the message is partially visible, showing the same entry as in the previous screenshot.

5. At the bottom of the page you will need to click “Edit” and edit the application information. Edit any contact information or other information, as needed.

The application now includes questions related to the number of seats proposed for outdoor dining and seats proposed for indoor dining. The combined number of indoor and outdoor seats cannot exceed the total number of seats allowed by the certificate of occupancy. For non-restaurant businesses, please enter “0” for these fields.

Number of Parking Spaces Being Utilized for Outdoor Commercial Activity: 5	parking lot near the front entrance All seats, tables, and outdoor furniture proposed are temporary and are removable. No permanent structures are proposed.: Yes
No ADA spaces are being utilized.: Yes	No fire lanes are being blocked.: Yes
No travel lanes, neither pedestrian nor vehicular, or pedestrian crossings are being blocked.: Yes	No mechanical room doors, egress doors, fire department connections, hydrants or other fire equipment are blocked.: Yes
Any tent must (1) be flame-resistant with appropriate labeling affixed to the tent material, (2) remain open on all sides, (3) be located at least 20 feet from any building, and (4) be securely anchored to prevent collapse or uplift during inclement weather.: Yes	Tents or tent area larger than 900 square feet will require approval from the Fairfax County Fire Marshal.: Yes
Virginia Alcoholic Beverage Control (VABC) approval is required for serving alcoholic beverages outdoors.: Yes	All requirements of any executive order of the Governor (including but not limited to requirements for social distancing, use of face coverings, and cleaning and disinfection) must be followed: Acknowledged
Will you require assistance from the Town in obtaining temporary barriers for delineating the outdoor space?: Yes	

I, acting as agent for the owner/developer/organization hereby submit the above application for review. I understand that failure to address any item listed above shall result in the application not meeting the minimum submission requirements and said application shall be returned to me for revision and resubmission prior to review.



Business Name (DBA)	Business Name
Business Type/Use	Restaurant
Name of shopping center, if located in one	N/A
Number of Seats Allowed by Certificate of Occupancy	50 Seats
Number of Seats Proposed for Outdoor Dining	40 Seats
Number of Seats Proposed for Indoor Dining	10 Seats
Number of Tables Proposed for Outdoor Dining	5 Tables
Description of any other outdoor furniture/tents proposed	Two tents under 500 square feet with tables
Name of Property Manager and Contact Phone Number	Property Manager
Description of Location of Proposed Outdoor Dining or Outdoor Commercial Activity	In the parking lot near the front entrance
Number of Parking Spaces Being Utilized for Outdoor Commercial Activity	5 Spaces

After you are finished editing your application, hit confirm.

- Upload any amended or revised diagrams showing the updated seating or temporary features, such as tents. **You will also need to resubmit an updated Applicant Authorization Form. This form can be found here: <https://www.viennava.gov/DocumentCenter/View/5325>.**

Plan Review Submittal

Document Upload

The files displayed here have been uploaded successfully. Use the buttons below to add more files, remove files, or invite a consultant to participate in the upload process. Once you've completed your upload please confirm your document submittal by pressing "Save and Continue" at the bottom of the page.

TEST PROJECT - Application Submittal 002

i No files have been uploaded. x


Upload files
 Delete selected
 Save and continue later
 Invite consultant to upload
 Help

Save and Continue

Plan Review Submittal



Document Upload

This page will allow you to upload your project documents. Use the  button to browse your network for the files to upload and then click the "Upload" button to begin transferring your documents.

Acceptable file formats: (pdf,jpg,png).

SUBMITTAL REQUIREMENTS

A 'Select files' dialog box with a dark header containing a plus icon and the text 'Add files to the upload queue and click the start button.' Below the header is a table with columns 'Filename', 'Size', and 'Status'. The main area is a large grey rectangle with the text 'Drag files here.' At the bottom, there are two buttons: 'Add Files' (with a green plus icon) and 'Start Upload' (with a green upload icon). To the right of the buttons, it shows '0 b' and '0%'.

Following these guidelines as closely as possible will enable the review team to process your submittal as quickly as possible. Files that are not named appropriately are difficult to navigate and will result in extended review times.

Document Naming Conventions:

- For sheets other than those associated with the site related plan, the first character represents the discipline (e.g., A=architectural) and must be followed by a three digit number (e.g., A001_FirstLevelFirPlan).
- Three zeros will be required for general index and cover sheets, to ensure those sheets are listed first.
- Use alphanumeric symbols only.
- **Each page of the drawings MUST be submitted as a single sheet.**
- File names must not exceed 50 characters in length.
- Supported file types include, but are not limited to: PDF



[Back](#) [Help](#)

File Name Examples for Site Related Plans

Drawing Type	Sheet No.	Example file name
Name of sheet	X	00X_Name of Sheet
Coversheet	1	001_Coversheet
Layout Plan	8	008_Layout Plan

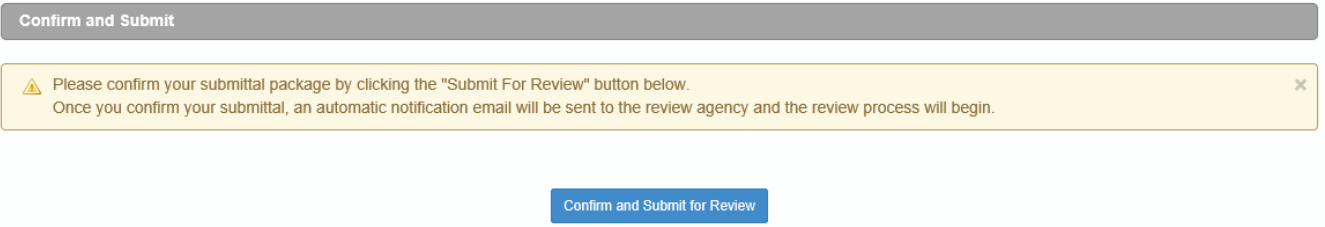
7. On the Plan Review Fees page click Save and Continue. There are no fees associated with this application.

Plan Review Fees

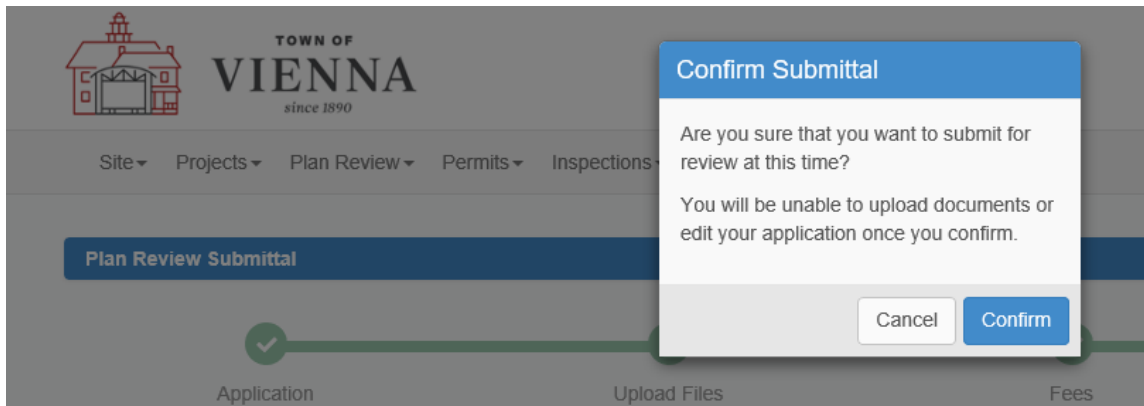
 No fees are due at this time. 

[Save and Continue](#)

- To complete the submittal process you need to click Confirm and Submit for Review on the Confirm and Submit page

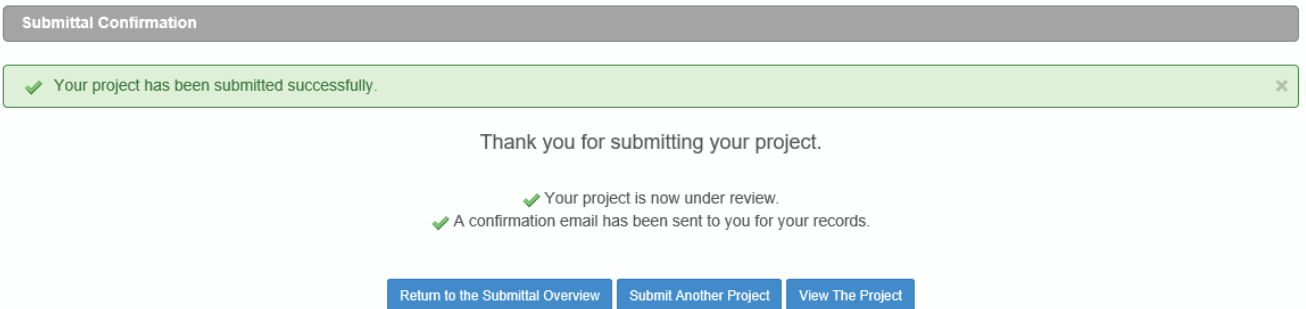


To ensure you are ready to submit you will be prompted one more time to confirm your submittal



If you are ready to submit, please click confirm

Your submittal is now complete



- After you have submitted your application, intake reviewers will review the submission to ensure all required documents are included. After the submission is accepted, you will receive a confirmation email. Reviewers from the Planning and Zoning will then begin reviewing the application.

- 10.** If there are any comments, you will receive notification via email from idtPlans and will be prompted to address the comments and resubmit.
- 11.** When you resubmit, you must resubmit all documents that were submitted in the first submission, regardless of whether or not all documents have been revised. You must also reply to all open issues when you resubmit. Responses must be specific and detailed. General responses such as “Acknowledged” or “Comment Addressed” are not acceptable.
- 12.** If there are no comments or comments have been addressed through subsequent rounds of resubmittals and reviews, Town reviewers will approved the application and will amend the existing temporary permit to reflect the revised application.