



BUSINESS IMPROVEMENT DISTRICT PUBLIC RIGHT-OF-WAY ENHANCEMENT PROGRAM (P.R.O.W.) CHECKLIST

BUSINESS NAME: _____

- Planning your P.R.O.W.
 - Is your location fronting the public right of way and on the first floor?
 - Is your proposed enhancement in front of your business?
 - Have you read the compliance with General Requirements, Standards and Conditions of the program?
 - Do you understand the program is for temporary use and program is two-year test?

- Proof of insurance \$1 million naming the Mission Hills Business Improvement District, the Business Improvement District Council (BIDC), property owner, the City of San Diego, their agents, officers, and employees as additional insured.

- Two copies of scaled drawing 8 1/2" x 11" or 11" x 17."

- Two copies of photo(s) of proposed area of enhancement (street corners require info for both street frontages).

- Attended Site Visit Review.

- Copy of curb-to-property line card (City Records Dept. 1222 1st Ave, 2nd floor 619-446-5200).

- Café Seating \$150 annual fee, attached.

- A-frame/Display sign \$100 annual fee, attached.

- Post permit in window from MHBID

- Notes / Comments / Special _____
