



# 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 1<sup>st</sup> Ave, 2<sup>nd</sup> 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 \_\_\_\_\_

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