Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 10/21/16

Maintenance and Operations:

- ☐ Outdoor dining components must be placed within the permitted area on the sidewalk in such a manner as to allow the free and safe passage of pedestrian traffic. If the tables and chairs are moved and located outside of the permitted outdoor seating area, they must be relocated to within the permitted area. Failure to contain outdoor dining components to the permitted area may result in a reduced permitted area or a revocation of the permit.
- ☐ The permit holder is responsible for keeping the outdoor seating area clean. The sidewalk area where the outdoor dining area is located must be kept neat and free from liter and debris.
- ☐ No food shall be prepared in the designated outdoor dining area.
- ☐ If alcohol is to be served, the permit holder must first be approved for outdoor dining by the City Council. To initiate that process, notify the City's Business Licensing Office in room 203 of City Hall or by telephone at 874-8557 and obtain approval for the service of alcohol outdoors. Additionally, State law requires that any outdoor area serving alcohol be segregated from the rest of the public.
- ☐ All outdoor dining components shall be removed prior to a predicted snowfall and while any snow or ice exists within the designated outdoor seating area or within four feet from the boundaries thereof. The City will not be responsible for damage to any tables, chairs, or other property that is not properly removed when the City is engaged in sidewalk maintenance activities.

Additional Review and Regulations:

- ☐ If your business is located within a historic district, the outdoor dining permit application must be reviewed and approved by Historic Preservation staff for conformance with these requirements and any additional design standards applicable in historic districts. (For example, specific design standards apply to outdoor dining installations on Wharf Street).
- ☐ Applications for outdoor dining installations within public parks require review and approval by the Planning Authority.
- ☐ Permanent fixtures (such as awnings, permanent lighting, or platforms) planned as part of an outdoor dining installation requires a building permit and are subject to separate review and approval.
- ☐ Petition for use of adjacent on-street parking space for outdoor dining requires review by the Parking Office and approval by the Planning Authority.
- ☐ The permit must be renewed each year. New applications and renewals are reviewed on an annual basis and should be submitted to the City no later than June 1st of each year.
- ☐ Outdoor dining areas must also meet applicable ADA regulations. ADA accessible seating is required to be provided in outdoor dining scenarios.
- ☐ The permit holder shall comply with all applicable rules and regulations implemented by the City regarding outdoor dining. Refer to Chapter 25 Streets, Sidewalks, and Other Public Places in the City Code of Ordinances for additional regulations on the use of sidewalks.

Failure to comply with any of the above conditions will result in revocation or non-renewal of the permit.

 This is not a permit; you may not commence ANY work until the permit is issued.