



TOWN OF GUILFORD
PLANNING & ZONING DEPARTMENT
50 BOSTON STREET
GUILFORD, CT 06437
 203-453-8039
planning.zoning@ci.guilford.ct.us

APPLICATION # _____

APPLICATION FOR TEMPORARY CERTIFICATE FOR OUTDOOR DINING

_____ Modification for Existing Outdoor Dining Approval

_____ New Outdoor Dining Approval

1. Property Address: _____
2. Parcel ID: _____ Unique ID: _____ Zone: _____
3. Name of Restaurant: _____
4. Name of Restaurant Owner: _____ Phone: _____
 Mailing Address: _____ Email: _____
5. Name of Property Owner: _____ Phone: _____
 Mailing Address: _____
6. Size of existing space in sq. ft.: _____
7. Size of proposed space in sq. ft.: _____
8. Are you proposing a tent _____ Yes _____ No If Yes, size in sq ft: _____
9. Are you installing electric? _____ Yes _____ No
10. Will your seating area be heated? _____ Yes _____ No If so, provide type: _____

TEMPORARY APPROVAL - Any approval granted for new outdoor dining area, or a modification to existing outdoor dining area is temporary and shall expire upon the cessation of any Executive Order prohibiting indoor dining unless otherwise specified in a subsequent Governor Executive Order. Certain elements of this approval, such as those under the jurisdiction of the Building Official, Fire Marshal, or Health Director, may have conflicting expiration dates. It is the responsibility of the applicant to renew any lapsing permits with any such coordinating authorities in the case they expire prior to the suspension of the Executive Order limiting restaurants to outdoor dining only.

All information submitted with this application is true and accurate to the best of my knowledge. The applicant understands that this application is to be considered complete only when all information and documents outlined under **“Standards and Submissions”** have been submitted. In addition, by signing below, the applicant confirms their understanding of the REOPEN Connecticut Guidelines and their understanding of any terms or conditions applied to the permit if approved, particularly the expiration date. Under no circumstances shall any permit for new outdoor dining and/or modified outdoor dining extend beyond the ability of the applicant to resume normal business unless otherwise specified in subsequent Governor Executive Order.

 Restaurant Owner’s Signature

 Date

 Consenting Property Owner’s Signature

 Date

STANDARDS AND SUBMISSION REQUIREMENTS

1. At a minimum, a drawing or illustration, roughly to scale or dimensioned and depicting with reasonable accuracy the outdoor area that is proposed to be used and what is proposed to be placed, built, or erected in the outdoor area. To aid in the review process, you are encouraged to include a site plan depicting the following:

- a. The location of any tables, tents, waitstaff stations, waste receptacles, hand sanitizer locations, entrances and exits, signage, any applicable furniture associated with the operation, and social distancing markers.
- b. An outline of the maximum area, including dimensions, to be used for the operation.
- c. The path to be used by waitstaff for service to and from the kitchen must be safe and obstruction free.
- d. If the seating area is proposed on a sidewalk, please include verification of 6ft clearance for pedestrian access.

Failure to submit the above information may impact staff's ability to assess the operation and may result in delays. If a site plan is unavailable, applicants may utilize the information provided in the Town's GIS Mapping. Click the following link: www.guilfordgis.com.

2. A narrative (with or without illustrations) that explains any noise, waste management, odor, light pollution, and environmental impacts expected from same and how said impacts will be managed. In addition to this minimum information, you are encouraged to submit the following information to aid in the review process:

- a. Identification of the program administrator, who should be the Certified Food Protection Manager.
- b. Employee training and preparation including cleaning plan; personal protection; employee log; capacity tracking; shifts, type of menu (paper or written on chalkboard or whiteboard only), method of payment, type of flatware, verification of self-certification and receipt of a Reopen CT badge.
- d. Implementation of safety measures, particularly where dining in active parking lots is requested.
- e. Hours of operation

3. In addition to the safety risks associated from the current pandemic, the Town of Guilford is aware of risks imposed on patrons from vehicular traffic. If area is lacking to provide outdoor dining service on existing patios, decks or lawns, the use of a portion of the parking area may be considered. Understanding the inherent concerns of using a parking area for dining, and with consideration to the loss of parking spaces, the following considerations must be addressed:

- a. A plan to ensure the safety of patrons including, but not limited to adequate protection from vehicular intrusion into the outdoor dining area. The means by which this is accomplished must be shown on the site plan.
- b. If parking is shared, efforts must be made to not adversely affect another business owner.
- c. Adequate emergency vehicle access must be considered for the outdoor dining area as well as nearby businesses.

4. Applications involving the use of tents must also be reviewed by the Building Official and Fire Marshal. You are encouraged to contact them before applying to ensure that appropriate supporting materials are included with your application submittal.

5. Applications will be reviewed by the Local Enforcement Officer (Zoning Enforcement Officer) and may be referred to the Health Department, the Building Official, Fire Marshal, Town Engineer, Police Department, Board of Selectman, and CTDOT for comments.

6. There is NO FILING FEE for this application.

7. Application for Temporary Certificate of Outdoor Dining and associated documents can be submitted via email to planning.zoning@ci.guilford.ct.us or mailed to 50 Boston Street, Guilford, CT 06437 or via drop box at Town Hall South at the same address.

8. The Local Enforcement Officer shall review and approve, approve with conditions (including extending or limiting the hours of operation), or reject any complete application for Outdoor Dining, and shall notify the applicant of said decision (including, but not limited to, emailed notice or certified mail) the later of (i) ten days after actual receipt of the complete application, or (ii) ten days after actual receipt of any additional materials required pursuant to Governor Executive Order 7MM 2(d). Any failure of the Local Enforcement Official to act pursuant to the preceding sentence within such time period shall be deemed to be an approval of the application.