

## Temporary Outdoor Dining Special Event Review Checklist

### (For Office Review Only)

	Permit Requirements	Yes	No	N/A
1	Received completed Application			
2	Received plan and drawings			
3	Business Use is a restaurant, bar, or similar use			

If the answer is Yes to items 1-3 - Move forward with the review.

If the answer is No to items 1 or 2 contact the applicant for more information. If the answer to item 3 is No - the use does not qualify for the permit.

### Outdoor Dining Review Checklist

	Applicants must meet the criteria below to receive a permit	Yes	No	N/A
4	The outdoor seating combined with permitted indoor seating cannot exceed the original indoor seating capacity of the business prior to COVID-19. Seating prior to shutdown: _____ Combined Seating (Inside+Outside): _____			
5	The seating area meets the setback requirements if it involves permanent structures a. Will there be permanent structures over 200sf in area? _____ Yes or No If not, go to question 6. If Yes, a building permit and site plan review may be required. b. Do the setbacks meet the ordinance? _____			
6	If it is a use controlled by the Liquor Control Commission, that it has a Limited Outdoor Service Approval Order. a. Is the business controlled by the Liquor Control Commission: _____ b. If Yes, is a copy of the Limited Outdoor Service Approval Order Attached: _____			
7	Seating may be allowed in non-required parking spaces with protective barriers. Is there seating in parking spaces? _____ If not, move to question 8. If there is seating in the parking area: Does the site retain enough spaces to meet the required parking standards? _____ Does the plan show the protective barriers in the parking area? _____			
8	The limits of the seating area must be defined by ropes, temporary fencing, or other means. Does the plan show the defined seating area? _____			
9	The seating area cannot block ingress/egress to the building. Does the seating area block the ingress/egress to the building? _____			
10	Barrier free seating is provided. Is barrier-free seating provided? _____			
11	Public access to toilets is provided while out outdoor seating is open. Will toilet facilities be provided in the building while outdoor seating is open? _____			

A "Yes" means the applicant meets the criteria. If an applicant fails to meet required criteria they will not be issued a permit, until they can comply.

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**Temporary Outdoor Dining - Additional Limitations:**

<b>1</b>	Relocated barrier free parking must include installation of temporary stripping; accessible routes, and signage.
<b>2</b>	Temporary fabric canopies are allowed up to 10x10, provided that a 10 ft clearance is maintained between individual canopies and buildings.
<b>3</b>	Open flames, fire features, and outdoor cooking is not allowed.
<b>4</b>	Electrial lighting and equipment must be exterior rated, served by weather proof and GFI protected circuits, and be protected so as to prevent tripping and damage.
<b>5</b>	All merchandise displays, chairs, tables, umbrellas, and other fixtures must be secured against overturning, winds, etc. All merchandise must be moved indoors and secured at close of business every business day.
<b>6</b>	Tenants must provide written approval of application from their landlord or authorized representative.
<b>7</b>	Trash and waste must be removed and properly disposed as needed, but at a minimum at the close of business every business day.

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