



# TOWN OF GREENWICH

Town Hall ~ 101 Field Point Road ~ Greenwich, CT 06830  
Planning & Zoning Department ~ 203-622-7894 ~ Fax.203-622-3795

## TEMPORARY CERTIFICATE FOR OUTDOOR DINING

- Modification of Existing or Previously Approved Outdoor Dining Approval
- New Outdoor Dining Approval
- Outdoor Dining on Town Property (e.g. sidewalks, parking spaces)  
*(check one)*

1. Name of Applicant: \_\_\_\_\_
2. Phone: \_\_\_\_\_
3. Name of Property Administrator\*: \_\_\_\_\_
4. Phone of Property Administrator: \_\_\_\_\_
5. Mailing Address of Property Administrator: \_\_\_\_\_
6. Email: \_\_\_\_\_
7. Name of Property Owner: \_\_\_\_\_
8. Phone and E-mail of Property Owner \_\_\_\_\_
9. Property Address: \_\_\_\_\_

**10. TEMPORARY CERTIFICATE** - 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. Certain elements of this approval such as those under the jurisdiction of the Building Official, Fire Marshal, or Health Department, 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.

**11.** All information submitted with this application is true and accurate to the best of your 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 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 executive order, EO 7MM, under which it was created.

Date: \_\_\_\_\_  
 \_\_\_\_\_  
*Signature of Applicant/Business owner*

Date: \_\_\_\_\_  
 \_\_\_\_\_  
*Signature of Property Owner*

\*see DECD guidelines: <https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Sector-Rules-for-May-20-Reopen>



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### **STANDARDS AND SUBMISSION REQUIREMENTS FOR TEMPORARY CERTIFICATE FOR OUTDOOR DINING**

1. Completed Temporary Certificate for Outdoor Dining Application Form
2. A sketch or plan of the property where the proposed use will take place. The survey/site plan must be drawn to scale. Failure to do so will impact staff's ability to assess the operation and may result in delays. The plan must illustrate:
  - a. The location and size in sq. ft. of any tables, tents, waitstaff stations, waste receptacles, or any applicable furniture associated with the operation.
  - b. An outline of the maximum area, including scaled 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. Proposals in parking areas must also include a plan to ensure the safety of patrons including, but not limited to, adequate protection from vehicular intrusion into the outdoor dining area.
  - e. If parking is shared, no approval may be granted to use a parking area that adversely affects another business owner.
  - f. How patrons will be protected from vehicular traffic must be shown on the site plan. If the means of protection is unable to stop a moving vehicle, it will not be accepted.
  - g. Adequate emergency vehicle access must be considered for the outdoor dining area as well as nearby businesses.
  - h. Facilities will need to allow access to their restrooms. Use of portables is also permitted if the proposal is to operate remotely from one's facility.
3. The application must include a narrative outlining all operations as required through the self-certification requirements of the Ct. Department of Economic and Community Development, including:
  - a. Employee training and preparation.
  - b. Implementation of safety measures, particularly where dining in active parking lots is requested.
  - c. Privacy measures taken to minimize disturbance (if any) to abutting uses.
  - d. Hours of operation.
  - e. The narrative must also explain any noise, waste management, odor, light pollution, and environmental impacts expected from same and how said impacts will be managed.
4. If your proposal is on town property, you must first obtain approval from DPW and the Town Risk Manager before submitting your application to the Director of Planning and Zoning (see #5). Your application materials for use on town property should be sent to the Department of Public Works at: [highway@greenwichct.org](mailto:highway@greenwichct.org) and the Town Risk Manager at: [Megan.Zanesky@greenwichct.org](mailto:Megan.Zanesky@greenwichct.org)
5. Your completed application should be e-mailed to the Director of Planning and Zoning at: [Katie.DeLuca@greenwichct.org](mailto:Katie.DeLuca@greenwichct.org) . If your project is on town property proof of sign-off from DPW and the town risk manager must also be included in the application (see #4).
6. Filing Fee: There shall be no filing fee for this application.



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7. **Permit Requirements:** Approval from the Director of Planning and Zoning will act as your sign-off to proceed with your Temporary Outdoor Dining. The simultaneous review by the Town Building Department, Fire Department, and Health Department will be coordinated by Planning and Zoning. This will be completed within 10 days of your submission of a complete application. Special Event Permits are required from the Building Department in instances where tents are over 400 square feet with sides and 700 square feet without sides (tents are only permitted two sides, which are to be used in inclement weather only) or for tents of any size that meet any of the following:
  - i. Supplied with electrical power or lighting
  - ii. Have cooking equipment / propane tanks
  - iii. Supplied with heating/ cooling equipment / HVAC
  
8. **Violations -** Post clear signage that includes the state hotline (211) for employees and customers to report potential violations of the rules set forth by the Department of Economic and Community Development.