



# TOWN OF GREENWICH

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

## TEMPORARY OUTDOOR DINING APPLICATION (per HB 5271)

\_\_\_\_ Outdoor Dining on Private Property  
\_\_\_\_ Outdoor Dining on Town Property (e.g. sidewalks, parking spaces)  
*(check one)*

1. Restaurant name and address: \_\_\_\_\_
2. Name and phone of Applicant: \_\_\_\_\_
3. Name of Property Administrator\*: \_\_\_\_\_
4. Phone of Property Administrator: \_\_\_\_\_
5. Email: \_\_\_\_\_  
*\*Contact for any issues that may arise throughout the dining season.*
6. Number of employees at peak hours: \_\_\_\_\_
7. Number of Merchant Parking Permits (if any) \_\_\_\_\_  
<https://www.greenwichct.gov/1883/Central-Greenwich---Merchant-Parking-Per>
8. Name of Property Owner: \_\_\_\_\_
9. Phone and E-mail of Property Owner: \_\_\_\_\_

**10. TEMPORARY CERTIFICATE** - Any approval granted for the 2022 outdoor dining area is temporary pursuant to HB 5271. The outdoor dining period runs April 1 through November 1, 2022 unless amended by the Commission. All proposals must comply with State Building Code and use of sidewalks and any pathways must comply with the physical accessibility guidelines, as applicable, under 103 the federal Americans with Disabilities Act, 42 USC 12101, et seq.

**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 that under no circumstances shall any permit for new outdoor dining and/or modified outdoor dining permitted extend beyond April 30, 2023.

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

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



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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 sketch/site plan must be drawn with measurements. 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. Each Temporary Outdoor Dining plan must meet state building code (number of restrooms, tents etc)
3. 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 obtain approval from Department of Public Works (DPW) and the Town Risk Manager before submitting your application to the Planning and Zoning (see #5). Contact for DPW: [highway@greenwichct.org](mailto:highway@greenwichct.org) Contact for Town Risk Manager: [Megan.Damato@greenwichct.org](mailto:Megan.Damato@greenwichct.org)
5. Your completed application should be e-mailed to: ([pnzappl@greenwichct.org](mailto:pnzappl@greenwichct.org)). A hard copy of your application and the check for any nodes or parking space should be submitted to the Planning and Zoning Office within a few days of your digital submission. The contact during your application review period is Shanice Becker. [Shanice.Becker@greenwichct.org](mailto:Shanice.Becker@greenwichct.org)



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6. Filing Fee: There are no filing fee for this application but there are fees for the barriers and the town parking spaces used. For your convenience P&Z will receive a check on behalf of the other Departments, but you must coordinate with them to determine your individual cost.
  - a. Barriers: [highway@greenwichct.org](mailto:highway@greenwichct.org)
  - b. Parking spaces: [Kraig.Gray@greenwichct.org](mailto:Kraig.Gray@greenwichct.org)

### Additional Information:

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 and the Fire 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