**TEMPORARY CERTIFICATE FOR OUTDOOR DINING**

Town of Colchester

127 Norwich Ave. Colchester, CT 06415

860-537-7278

\_\_\_\_ Modification for Existing Outdoor Dining Approval

\_\_\_\_ New Outdoor Dining Approval

*(check one)*

1. Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name of Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name of Property Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Assessor’s Lot Number: \_\_\_\_\_\_\_\_\_\_\_\_\_ **6.** Zone: \_\_\_\_\_\_\_\_\_\_\_\_\_
3. **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. Certain elements of this approval such as those under the jurisdiction of the Building Official, Fire Marshal, or Chatham Health District, 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.
4. 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 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.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature of Applicant/Business owner*

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature of Property Owner*

**STANDARDS AND SUBMISION REQUIREMENTS**

**Applications must be accompanied by the following:**

A site plan of the property and written narrative outlining the proposed or modified dining facilities. Contact the Land Use Department to determine if a survey or plot plan is available. If a survey is not available, the applicant can provide a site plan on a printout of the property obtained from the [Town’s GIS mapping](http://colchester.mapxpress.net/).

1. Complete applications and associated attachments will be accepted via mail and via email at [kcavanaugh@colchesterct.gov](mailto:kcavanaugh@colchesterct.gov). There is a drop-box located at Town Hall as well (please indicate Attn: Land Use Department - Temporary Outdoor Dining Certificate).
2. The required survey/site plan must illustrate:
   1. The location of any tables, tents, waitstaff stations, waste receptacles, or any applicable furniture associated with the operation.
   2. An outline of the maximum area, including scaled dimensions, to be used for the operation.
   3. The path to be used by waitstaff for service to and from the kitchen must be safe and obstruction free.
   4. 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.
3. The application must include a narrative outlining all operations including:
   1. Employee training and preparation.
   2. Implementation of safety measures, particularly where dining in active parking lots is requested.
   3. Privacy measures taken to minimize disturbance (if any) to abutting uses.
   4. Hours of operation.
4. In addition to the safety risks anticipated from the current pandemic, the Town of Colchester 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 or other surfaces if permitted by the Chatham Health District), 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 due consideration to the loss of parking spaces, the following considerations must be addressed:
   1. The site plan must demonstrate that parking is adequate for the proposed outdoor seating.
   2. A plan to ensure the safety of patrons including, but not limited to adequate protection from vehicular intrusion into the outdoor dining area.
   3. If parking is shared, no approval may be granted to use a parking area that adversely affects another business owner.
   4. The means by which this is accomplished must be shown on the site plan. If the means of protection is unable to stop a moving vehicle, it cannot be accepted.
   5. Adequate emergency vehicle access must be considered for the outdoor dining area as well as nearby businesses.
5. Applications involving the use of tents must also be reviewed by the Building Official and Fire Marshal. You are urged to contact them before applying to ensure that appropriate supporting materials are included with your application submittal.
6. Applications will be reviewed by the Chatham Health District, and the Colchester Building Official, Fire Marshal, and Zoning Enforcement Officer. Please contact them before submitting this application to help avoid delays.
7. Filing Fee: There shall be no filing fee for this application.