

REOPEN WILTON



TEMPORARY OUTDOOR ACTIVITY/ DINING PERMIT APPLICATION

The Town of Wilton looks forward to working with you to reopen your business as allowed under the applicable Executive Order 7MM issued by Governor Lamont during this Covid-19 Pandemic. Allowing your employees to go back to work and getting the public back out at restaurants and retail safely is important to the Town.

This guide has been prepared to allow you to obtain a permit to have outdoor food and beverage service or to have outdoor display of retail goods.

The permit issued is **temporary** and shall be valid for the duration of the public health and civil preparedness emergency, unless earlier modified, extended or terminated by executive order issued by Governor Lamont.

The Town Planner, Michael Wrinn, will be the contact for this application and will facilitate the review by all relevant Departments after a COMPLETE application has been filed. Michael.Wrinn@Wiltonct.org

The application will need to be approved by the Police Dept, the Fire Marshal, the Health Department, Building Official and the Zoning Official. There is no fee for this application.

Any activity proposed on Town owned or public property must sign and submit an "Indemnity and Hold Harmless Agreement", which will be provided upon request.

Standards and Submission Requirements

APPLICATIONS MUST BE ACCOMPANIED BY THE FOLLOWING:

1. Site plan sketch to scale. If existing survey is available, that should be utilized. Show limits of maximum dining area with outside measurements; details such as curbs, sidewalks, etc. as applicable must be shown, along with access to and from establishment and parking lot. Chairs at adjacent tables must have 6' clear between backs of seats.
2. Narrative of operation, including statement on noise control, waste management, odor prevention, light pollution and any environmental impacts, hours of operation.
3. Outdoor dining area shall be enclosed with an approved enclosure such as planters, railings, fences or other suitable barriers and shall be shown on the plan.
4. Property owner's authorization statement and signature
5. Submit a copy of the self-certification to the State of CT Department of Economic and Community Development submitted via the following link:
<https://business.ct.gov/recovery>
6. Regarding risks from vehicular traffic: If the area is lacking to provide dining service on existing patio areas or sidewalks while keeping a 6' traveled way for pedestrians, the use of a portion of the parking area may be considered. There are concerns when using a parking lot for dining and loss of parking spaces. If doing so, the following items must be properly addressed: a:) Site plan demonstrates adequate parking is available; b:) a plan to ensure safety of patrons including but not limited to adequate protection from vehicular intrusion into the outdoor dining area; C:) the means by which this is accomplished must be shown on the site plan. D:) Adequate emergency vehicle access must be considered for outdoor dining area as well as nearby businesses.
7. Plans must show handicap access to and from the dining area to the restrooms, building and parking areas.
8. Applications involving tents must be reviewed by the Building Official and the Fire Marshal. You must ensure that appropriate supporting materials are included with the application submittal

TEMPORARY OUTDOOR ACTIVITY/ DINING PERMIT APPLICATION

PROPOSED ACTIVITY:

 OUTDOOR FOOD AND BEVERAGE SERVICE

 OUTDOOR DISPLAY OF RETAIL GOODS

DATE _____

Business Name _____

Address _____

Address (where activity is proposed, if other than Business Address):

Point of Contact Name _____

Point of Contact Phone _____

Point of Contact Email _____

Restaurant / Business Owners Name _____

Restaurant / Business Owners Home
Address _____

Restaurant / Business Owners Phone _____

Restaurant / Business Owners Email _____

GUIDELINES FOR OUTDOOR DINING

- **Patio space must not block fire department access**
- **Operation must follow current DECD REOPEN Connecticut guidelines**
- **Music, sound systems or live entertainment shall not be allowed in the outdoor dining facility**
- **Outdoor food and beverage service must end at 11:00 PM or earlier on Friday and Saturday nights and end at 9:00 PM or earlier all other days of the week**
- **Any operation of an outdoor bar is prohibited**
- **6 (six) foot clearance for pedestrian access outside the dining area must be maintained at all times, along with the reduced capacity of 50% of the normal capacity**
- **No outdoor food or beverage prep shall be permitted**
- **Customers shall be served only when seated, no standees allowed.**
- **No waiting queues are permitted, patrons required to make reservations or have mobile device notification**
- **Must maintain 6' between tables, measured from closest chair to closest chair**
- **Social distancing must be maintained, no groups greater than 5.**
- **Accessible seating needs to be provided and an accessible route to the bathroom and dining area is required**
- **Failure to abide by the required criteria can be cause for the Town of Wilton to revoke the right to have outdoor dining**

TENT REQUIREMENTS

- **Building Official and Fire Marshall review required**
- **Contact directly for requirements**
- **Tents greater than 400 square feet in area (or 700SF if open on all sides) require permit. Membrane material should comply regardless of size.**
- **Temporary heat if installed needs to meet the requirements of Building & Fire Codes. No cooking allowed**
- **Any electrical will require a Building Dept permit and inspection**
- **No smoking, fireworks or open flames of any kind shall be permitted in any tent**
- **NO SMOKING signs shall be posted**
- **No flammable liquids or gases (including LP) shall be brought into any tent**
- **Tents shall have means of egress sufficient for occupancy of the outdoor seating area. Means of egress shall have suitable exit indicating signs**

All information submitted above is true and accurate to the best of my knowledge. I understand that the application is considered complete when all information and documents outlined under "Standards and Submissions Requirements" and any additional information required by the Town have been submitted in proper form. I understand that the approval of this permit is subject to ongoing compliance with any and all state or local executive orders in effect and any rules and guidelines issued by the state or local agencies pursuant to such executive orders, including but not limited to those attached to this application form, in addition to all applicable federal, state and local laws, rules and regulations, including but not limited to the Americans with Disabilities Act. I certify that the Applicant Business is currently in compliance with any and all such executive orders, rules, guidelines, laws and regulations.

Property Owners Signature and Date _____

Print Name _____

Business Owners Signature and Date _____

Print Name _____

-Town of Wilton Use Only-

Received by _____ Date _____

Police Dept. Approval _____ Date _____

Fire Marshal Approval _____ Date _____

Health Dept Approval _____ Date _____

Building Official Approval _____ Date _____

Zoning Official Approval _____ Date _____

Traffic Authority Approval (if applicable) _____ Date _____