

TOWN OF GRANBY

Temporary Outdoor Dining Permit Application

APPLICANT INFORMATION		
Business Name		
Business Address:		
Applicant Name:		
Applicant Address	City	State and Zip Code
Phone Number:	Email Address:	
Landlord Name:	Landlord Phone Number:	
DETAIL		
<p>Outdoor Dining Description (e.g. number and location of tables/chairs, garbage receptacles, safety measures, fencing or other separation, social distancing measures, traffic or parking changes, etc.) <i>See attached Guidelines for guidance and attach a site or sketch plan.</i></p>		

TEMPORARY OUTDOOR DINING PERMIT APPLICATION:
TOWN REVIEW AND DECISION CHECKLIST

Farmington Valley Health Department

Food Service? Yes No Beverage Service? Yes No

FV Health Department
Approval: Signature Print:

Comments:

Zoning Department

Zoning Requirements met? Yes No

Zoning Department
Approval: Signature Print:

Comments:

Building Department

Tents/Temporary Structures? Yes No Heating Appliances/Electrical? Yes No

Building Department
Approval: Signature Print:

Fire Marshal		
Tents or Temporary Structures Free Standing Heating		EMS planned
Structure? Yes <input type="checkbox"/> No <input type="checkbox"/>	Appliance or fuel source? Yes <input type="checkbox"/> No <input type="checkbox"/>	Needed? Yes <input type="checkbox"/>
No <input type="checkbox"/>		
Fire Marshal Approval:	Signature	Print:
Comments:		
PLANNING AND DEVELOPMENT DEPARTMENT		
Approval:	Signature	Print:

Date Range (See Below)		Dining Location on Property:	
Serving Time: (Cannot exceed 11 p.m. on Fri and Sat. 9 p.m. on other days) From: To:		Dining Type (i.e. fast food, wait service, seat yourself, café, etc.)	
Will alcohol be served? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will electricity be needed? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will tents or shade structure be used? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Occupancy: Approved (including indoor): Proposed (Outdoor only):	Will dining be located in the right of way? (Downtown Only) Yes <input type="checkbox"/> No <input type="checkbox"/>		
Applicant Signature:			Date:
Landlord/Property owner authorization is required. Please attach and approval letter.			
Will additional temporary signage be needed? Please describe and /or attach a picture of proposed signage.			

TEMPORARY APPROVAL -Any approval granted for new outdoor dining area, or a modification to existing outdoor dining is temporary and shall expire upon the cessation of any Executive Order prohibiting indoor dining. Extension may be requested with limitations. Certain elements of this approval such as those under the jurisdiction of the Building Official, Fire Marshal, or Farmington Valley Health District, may have confliction expiration dates. It is the responsibility of the applicant to renew any lapsing permits with any such coordination authorities in the case they expire prior to the suspension of the Executive Order limiting outdoor dining.
(To continue outdoor dining after the cessation of the Executive Order per Zoning Section 8.16.10 “a Special Permit” is required for outdoor dining.)

Contact Information:

Planning and Development Department: 860-844-5318; <https://www.granby-ct.gov/community-development-department>

Building Department: 860-844-5318; <https://www.granby-ct.gov/building-zoning-enforcement>

Fire Marshal: 860-844-5321; <https://www.granby-ct.gov/fire-marshal>

Farmington Valley Health Department 860-352-2333; <http://www.fvhd.org/>

TEMPORARY OUTDOOR DINING PERMIT:
APPLICATION AND SKETCH OR SITE PLAN GUIDELINES

Alcohol:

If alcohol is to be served, a temporary liquor permit must be obtained from the State Consumer Protection Agency, Liquor Control Division.

FOOD MUST BE SERVED IN CONNECTION WITH ALCOHOL SERVICE.

Insurance:

If all or a portion of the proposed service area is on Town property and/or within the Town right-of-way, the applicant must provide a certificate of insurance evidencing commercial general liability insurance with minimum amounts of \$ 1 million per occurrence/\$2 million general aggregate. The Town of Granby must be included as additional insured, and confirmed as such on the certificate of insurance. If alcohol is to be served the Town requires liquor liability coverage of \$1 million per occurrence with the Town listed as additional insured.

Sketch or Site Plan AND Written Description:

Include a sketch or site plan showing proposed locations of outdoor dining amenities and provide a description as required on the application. The plan and description should address the following checklist of guidelines:

Please use the following guidelines to ensure that your application is complete. *An incomplete application may result in delay of approval.*

- An access path for emergency services (unimpeded by parking) to within 150 feet of all points of the dining area and first floor of associated building is required.
- A minimum of six (6) feet wide throughway for pedestrian traffic must be maintained on all sidewalks.
- Safe social distancing space of six (6) feet must be maintained in all areas.
- Dining area should be close to the building – adjacent if possible – and placed away from, and/or shielded from, surrounding residential properties.
- Patrons must have access to indoor restrooms with social distancing marking and temporary signage in place. Describe how this will be accomplished.
- Indicate whether food will be served with multi-use utensils (cups, plates, silverware) or single-use disposable utensils. (If single-use disposable utensils are used, a rodent proof outdoor covered garbage receptacle is required in outdoor dining area.)
- Describe the type of surface the outdoor dining will be set on (concrete, asphalt, lawn, etc.)
- Describe plan for cleaning food spills that can potentially attract rodents, flies and other pests to the outdoor dining area.
- **Outdoor food preparation and bar service are strictly prohibited.**
- If outdoor dining area is not directly connected to food establishment, describe method of food protection during service and property owners written permission.
- Is a generator proposed?
- If temporary outdoor heating units will be used, provide the manufacturer and model of the unit, type of heat and fuel source for Fire Marshal approval.
- If a tent will be used for outdoor dining, Building Official and Fire Marshal inspection and approval is required.

Indicate on the SKETCH or SITE PLAN the location of the following:

<ul style="list-style-type: none">○ Tables and chairs (include exit aisles with minimum 44” clear width).○ At least 1 fire extinguisher (type ABC 5 or 10 pound size.)○ Barricade/vehicle impact protection and/or fencing/landscaping.○ Parking and/or To-Go pickup area○ Routes of vehicle and pedestrian traffic flow.○ Garbage receptacle.○ Temporary outdoor bus stations.○ Temporary outdoor hand wash sink (required for outdoor bus stations).	<ul style="list-style-type: none">○ Temporary site lighting○ Electrical power supply (generator or extension cord to GFCI protected outlet)○ Tent or shade structures (include size, specifics, and anchoring system) with dimensions to closest building.○ Exit route plan for occupants within tents (include location and width of exits and travel distance to public way, e.g. sidewalk or).○ Temporary outdoor heating units.○ Temporary hand sanitizers Stations.○ Temporary signage.
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