

CERTIFICATE FOR TEMPORARY OUTDOOR DINING OR RETAIL OPERATIONS

TOWN OF ENFIELD, CONNECTICUT
820 Enfield Street, Enfield, CT 06082
860-253-6355

PZC # _____
Date _____
Inspector Initials & Date _____

- ____ Modification for Existing Outdoor Dining Approval
- ____ New Outdoor Dining Approval
- ____ New Outdoor Retail Approval
(check one)

1. Name of Applicant: _____ Phone: _____

Mailing Address: _____

2. Name of Contact: _____ Phone: _____

Mailing Address: _____

Email: _____

3. Name of Property Owner: _____ Phone: _____

Mailing Address: _____

4. Property Address: _____

5. Assessor's Lot Number: _____ 6. Zone: _____

7. Provide and attach a list of adjacent property uses/zones (The Town GIS may be used for this purpose).

8. **TEMPORARY APPROVAL** - Any approval granted for new outdoor dining area, modification to existing outdoor dining area or new outdoor retail is temporary and shall expire upon the cessation of any Executive Order permitting said uses. Certain elements of this approval such as those under the jurisdiction of the Building Official, Liquor Control, Fire Marshal, or North Central Health District, or Police/Local Traffic Authority 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.

9. 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 **TEMPORARY** outdoor dining and/or modified outdoor dining, or outdoor retail extend beyond the duration of the applicable Executive Orders.

Date: _____

Signature of Applicant/Business owner

Date: _____

Signature of Property Owner

FOR OFFICE USE ONLY

DECISION OF THE ZONING ENFORCEMENT OFFICER: APPROVED/DENIED

Signature of the Zoning Enforcement Officer

Date

STANDARDS AND SUBMISSION REQUIREMENTS

Applications must be accompanied by the following:

A sketch or modified site plan/survey of the property and written narrative outlining the proposed or modified dining or retail facilities. Contact the Building Department to determine if a survey 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. Click the following link: [GIS Mapping](#).

1. Applications will be accepted via mail, email, and ViewPermit (Apply for a Site Plan Approval with note "COVID 19")
2. The required survey/site plan must illustrate:
 - a. The location of any tables, tents, waitstaff stations, waste receptacles, site lighting, 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. 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.
 - e. Plans must be reviewed with respect to potential impact to adjacent property owners. If deemed appropriate, temporary fencing may be required by staff.
3. The application must include a narrative outlining all operations 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. Please see Re-Open CT State Guidelines for Re-Opening Retail and Dining at: https://www.enfield-ct.gov/DocumentCenter/View/15998/CTReopens_Restaurants_C5_V1?bidId=
4. In addition to the safety risks anticipated from the current pandemic, the Town of Enfield 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 if permitted by the North Central 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:
 - a. A plan to ensure the safety of patrons including, but not limited to adequate protection from vehicular intrusion into the outdoor dining area.
 - b. If parking is shared, consideration of other business owners should be part of the plan to prevent adversely affecting another business owner.
 - c. The means by which this is accomplished must be shown on the site plan. All reasonable efforts shall be made to protect the outdoor patrons from a moving vehicle.
 - d. 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. **NOTE:** Tents shall not be used when winds are anticipated to exceed 35 miles per hour.
6. Applications will be reviewed by the North Central Health District, and the Enfield Building Official, Fire Marshal, Police/Local Traffic Authority and Planning Division. Please contact them before submitting this application to help avoid delays.
7. Filing Fee: There shall be no filing fee for this application.

Please call the Planning Office at 860-253-6355 or email us at planningzoningservice@enfield.org for application assistance! Please also see the Guide for Temporary Certificate for Outdoor Dining Frequently Asked Questions (FAQ) Sheet!