



Your place to grow



## TEMPORARY OUTDOOR DINING GUIDELINES & APPLICATION

### INCLUDED IN THIS PACKET ARE:

- Description of the application, review, & approval process
- Temporary Outdoor Dining Permit Application
- Temporary Outdoor Dining Guidelines

The permit application is a fillable PDF. If you are unfamiliar with how to complete and sign such a document, you can find some helpful directions here: [helpx.adobe.com/reader/using/sign-pdfs.html](https://helpx.adobe.com/reader/using/sign-pdfs.html)

If you need additional assistance or have questions about the permit, process, or guidelines, please email [Reopen@MansfieldCT.org](mailto:Reopen@MansfieldCT.org).

**Please note:** All businesses wishing to utilize outdoor dining areas must complete this application *even if you have an existing outdoor use permit*. This temporary permit includes COVID-19 specific regulations set by the State of Connecticut.

Issued May 14, 2020

# Temporary Outdoor Dining Guidelines

Please use the following guidelines to ensure that your application is complete.

**An incomplete application may result in delay of approval.**

Please refer to the [State of Connecticut's additional requirements](#) for Phase 1 reopening of restaurants and to Governor Lamont's [Executive Order MM](#).

## TEMPORARY OUTDOOR DINING PERMIT REVIEW PROCESS

Once your application is received, it will be reviewed by all of the relevant Code Enforcement Officials (Building, Fire, Health, Zoning, Engineering).

You will be notified by email of any additional information that is needed pursuant to the guidelines to review your applications.

Per Executive Order 7MM, all applications will be acted on within 10 days of receipt of a complete application, or if additional information is requested, within 10 days of receipt of the additional materials. However, it is the Town's goal to review and issue permits as quickly as possible to assist businesses in their efforts to reopen.

### NOTICE OF DECISION AND APPEALS

Notice of the decision will be provided via email. If you wish to appeal any conditions of approval or denial of your application, your appeal must be filed within seven (7) days of receipt of the notice of decision. Appeals should be sent to the attention of the Planning and Zoning Commission via email to [planzonedept@mansfieldct.org](mailto:planzonedept@mansfieldct.org).

### INSPECTIONS

Once you have completed the changes identified in your approved plan, please email [Reopen@MansfieldCT.org](mailto:Reopen@MansfieldCT.org) to request an inspection.



**Questions: Please email [Reopen@MansfieldCT.org](mailto:Reopen@MansfieldCT.org)**



# TEMPORARY OUTDOOR DINING PERMIT APPLICATION



Please submit the completed form and required attachments to [Reopen@MansfieldCT.org](mailto:Reopen@MansfieldCT.org).

Business Information			
Name:			
Address:			
Applicant Information			
Name:			
Address:	City	State	Zip
Telephone No.	Email Address		
Owner/Landlord Information			
Name:			
Telephone No.	Email Address		
Outdoor Dining Details			
<b>Outdoor Dining Description</b> (e.g. number and location of tables/chairs, tents/shade structures, garbage receptacles, changes to exterior lighting, potential noise and odor impacts, safety measures, fencing or other separation, social distancing measures, traffic or parking changes, location of off-site dining/parking activities, etc.) See attached guidelines information on minimum requirements to be addressed in the description and details to be shown on the required site plan. A separate page may be used.			

Questions: Please email [Reopen@MansfieldCT.org](mailto:Reopen@MansfieldCT.org)

<b>Outdoor Dining Details (Continued)</b>					
Start Date:			Dining Location on Property		
Serving Times:			Dining Type (i.e. fast food, wait service, self-seating, etc)		
Su-Th	From:	To:			
Fr-Sa	From:	To:			
			Off-Site Parking/Dining:	Yes	No
Will alcohol be served?		Will electricity be needed?		Will tents or shade structures be used?	
Yes	No	Yes	No	Yes	No
Occupancy			Will dining be located in the Right-of-Way?		
Existing Approved (Including Indoor):			Yes	No	
Proposed (Outdoor Only):			State ROW	Town ROW	
Has the establishment been issued an EHHD license to operate effective March 31, 2020?			Does the establishment require a pre-operational inspection?		
Yes		No		Yes	No N/A
If a pre-operational inspection is required, has it been completed? (A pre-operational inspection applies to those establishments that have been closed. Operators can schedule a next day inspection by calling EHHD at 860.429.3325).					
Yes		No		N/A	
<b>Temporary Signage</b> Please describe and attach images of proposed temporary signage. (Number, location etc.) See attached guidelines for information on permitted temporary COVID-19 signs.					
<b>Submittal Checklist</b>					
<b>Landlord/Property Owner Authorization.</b> Please include an approval letter from your landlord with your application. If you are proposing activities on another property, an approval letter must also be submitted from that property owner.					
<b>Site Plan.</b> Include copy of site plan showing outdoor dining amenities pursuant to the attached guidance.					
<b>Temporary Signs.</b> Include images (if available), proposed location and dimensions of proposed temporary signs. See attached guidelines for additional information.					
<b>Certificate of Insurance.</b> If all or a portion of the proposed service area is on Town property or within the Town right-of-way, provide a certificate of insurance meeting the requirements established in the attached guidance.					
<b>Reopen CT Badge.</b> Submit a copy of your Reopen CT badge to demonstrate that you have completed the required self-certification process. <a href="https://business.ct.gov/recovery">https://business.ct.gov/recovery</a>					
Applicant Signature					Date

# Town Review

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

Eastern Highlands Health District		
Approved	Approved with Conditions	Denied
Reviewer Name	Signature	Date
Comments/Conditions		
Building		
Approved	Approved with Conditions	Denied
Reviewer Name	Signature	Date
Comments/Conditions		
Fire		
Approved	Approved with Conditions	Denied
Reviewer Name	Signature	Date
Comments/Conditions		
Engineering/Traffic Authority		
Approved	Approved with Conditions	Denied
Reviewer Name	Signature	Date
Comments/Conditions		
Zoning		
Approved	Approved with Conditions	Denied
Reviewer Name	Signature	Date
Comments/Conditions		

## OUTDOOR DINING DETAILS

- Describe the type of surface the outdoor dining will be set up on (concrete, asphalt, lawn, etc.)
- Description of outdoor dining activities and/or accessory activities such as parking that will be located on a different property. Include location of second property, written permission from owner, and a description of how the outdoor dining use will operate in conjunction with existing uses on that property. A site plan demonstrating compliance with these guidelines is also required for the second property.
- Outdoor seating areas may be located in parking lots provided the following criteria are met:
  - Accessible parking spaces may not be used for outdoor dining.
  - At least 50% of the parking spaces shall remain available for vehicular use. This standard may be waived by the Zoning Agent in cases where a business can demonstrate that a minimum of 1.5 parking spaces per table is provided.
  - Outdoor dining in parking areas shall be located to minimize impacts on vehicular circulation, minimize potential for vehicle/patron interaction and accessibility for persons with disabilities.
  - Barricades/vehicle impact protection shall be installed between the dining area and the remainder of the parking lot to protect dining areas from vehicles. Barricades shall include reflective materials on the side facing the parking area.
- Pursuant to the Phase 1 reopening guidance issued by the State of Connecticut, capacity is limited to 50% of previously approved capacity for the establishment.
- Adequate temporary outdoor lighting for establishments that will offer outside dining after sunset.
- Outdoor food and beverage service and associated activities shall end at 11 p.m. or earlier on Friday and Saturday nights and end at 9 p.m. or earlier all other days of the week.
- If live and/or amplified music is proposed, such music shall be limited to the hours of 12 p.m. to 10 p.m. Thursday-Saturday and 12 p.m. to 6 p.m. on Sunday.

## ACCESSIBILITY

- 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 42" wide throughway for pedestrian traffic must be maintained on all walkways on private property and a minimum of 6 feet of clearance for pedestrian passage shall be retained on public sidewalks and other non-vehicular public rights-of-way.
- Patrons must have access to indoor restrooms that meets ADA requirements with social distancing markings and temporary signage in place. Describe how this will be accomplished.



Questions: Please email [Reopen@MansfieldCT.org](mailto:Reopen@MansfieldCT.org)

## FOOD & BEVERAGE SERVICE

- 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 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 bussing stations are set up in the outdoor dining area, a temporary hand wash sink is required.
- If outdoor dining area is not directly connected to food establishment, describe method of food protection during service.
- Liquor Permit Holders-describe how your operations will comply with the requirements of Section 3 of [Executive Order MM](#)

## GENERATORS & OUTDOOR HEATING UNITS

- If a generator will be used, provide the manufacturer and model of the unit.
- If temporary outdoor heating units will be used, provide the manufacturer and model of the unit, type of heat and fuel source.

## TENTS & OTHER SHADE STRUCTURES

- Tents over 400 square feet may require a separate permit pursuant to State Building and Fire Code requirements. If required, you can apply for that permit at [mansfield.onlinegovt.com](https://mansfield.onlinegovt.com). If you have any questions with regard to whether a permit will be needed for a proposed tent, please email [Reopen@MansfieldCT.org](mailto:Reopen@MansfieldCT.org).
- Tents shall not be enclosed in any manner to allow for sufficient ventilation and to comply with state guidance limiting restaurants to outdoor seating.
- No heating devices are allowed within a tent.

## TEMPORARY COVID-19 SIGNAGE

- Non-internally-illuminated, non-animated signage less than 15 square feet in size and containing directions, social distancing instructions, or other signage that might customarily be displayed within the building, including but not limited to menus or specials is permitted.



Questions: Please email [Reopen@MansfieldCT.org](mailto:Reopen@MansfieldCT.org)

## USE OF TOWN PROPERTY/RIGHT-OF-WAY

If use of Town property or right-of-way is requested, the applicant must provide a Certificate of Insurance for a minimum of:

- \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, property damage, contractual liability, and products/completed operations. The certificate must list the Town of Mansfield, its officers and agents as additional insured.
- If alcohol is to be served, the Town requires \$1,000,000 in alcohol liability insurance with the Town of Mansfield, its officers and agents listed as additional insured.
- Statutory limits for Workers Compensation including Employer's Liability with limits of \$100,000 each accident, \$500,000 for each disease/policy limit, and \$100,000 for disease of each employee as required by the State of Connecticut. If the establishment decides not to procure workers' compensation in accordance with Connecticut Law, the license for use of Town property will include additional provisions related to compliance with the Connecticut Workers' Compensation Act and holding the Town harmless from suits, claims and actions arising from personal injuries sustained by the establishment.

## SITE PLAN REQUIREMENTS

The site plan should be roughly to scale and include dimensions. Please contact the Town if you do not have a copy of your site plan and we will provide you with a pdf copy of what we have on file or an aerial photograph that you can use as your base. The site plan must indicate the location of the following items. For optional amenities such as heating units, outdoor bussing stations, etc., details are only required if use of such items is proposed:

- Tables and chairs spaced at least 6 feet apart (include exit aisles with minimum 44" clear width)
- At least 1 fire extinguisher (type ABC 5 or 10 pound size)
- Barricades/vehicle impact protection and/or fencing
- Parking and/or To-Go pickup
- Routes of vehicle and pedestrian traffic flow. Where possible, consider establishing separate pedestrian entry and exit points to allow for one-way foot traffic.
- ADA accessible pedestrian paths, including access from accessible parking spaces to dining area and from dining area to indoor restrooms
- Garbage receptacles
- Temporary outdoor bussing stations
- Temporary outdoor hand wash sink (required for outdoor bussing stations)
- Temporary site lighting (for establishments operating after sunset)
- 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)
- Temporary outdoor heating units
- Temporary hand sanitizer stations
- Temporary signage



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