



TEMPORARY OUTDOOR DINING CERTIFICATE APPLICATION PER EXECUTIVE ORDER 7MM

APPLICATION #	
Part I: I am seeking approval of:	
Addition to Capacity of Existing Outdoor Dining Approval:	
New Outdoor Dining Approval:	
Part II: PROPERTY INFORMATION	
Property Address:	
Business Name:	
Parcel ID:	
Zoning District:	
Part III: APPLICANT INFORMATION	
Name:	
Mailing Address:	
Phone (cell):	Email:
Part IV: PROPERTY OWNER/LANDLORD INFORMATION (if different than applicant)	
Name:	
Mailing Address:	
Phone:	Email:
Outdoor Activity Description:	
List Hours of Operation (not to extend past 9pm Sun-Thurs and 11pm Fri-Sat):	
Is a tent proposed? No Yes If yes, size in sq. ft.:	
Will electric be installed? No Yes	
Will seating area be heated No Yes If yes, provide type:	

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 Executive Order 7MM unless otherwise specified in a subsequent Governor Executive Order. Certain elements of this approval, such as those under the jurisdiction of the Building Official, Fire Marshal, or Health Director, 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 expiration of this approval.

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 the REOPEN Connecticut Guidelines and their understanding of any terms or conditions applied to the certificate 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 unless otherwise specified in a subsequent Governor Executive Order. By signing below the applicant confirms that all information submitted with this application is true and accurate to the best of their knowledge.

Date: _____
Signature of Applicant/Business owner

Date: _____
Signature of Property Owner (if different than above)

STANDARDS AND SUBMISSION REQUIREMENTS:

Failure to submit any of the information required below may impact staff's ability to assess the operation and may result in delays. If a site plan is unavailable, applicants may utilize the information provided in the Town's GIS Mapping. Click the following link: https://branford.mapxpress.net/ags_map/

Narrative: Attach a description including any anticipated noise, waste management, lighting and odors that may be created and mitigation measures. In addition to this minimum information, you are encouraged to submit the following information to aid in the review process:

1. Employee training and preparation including cleaning plan; personal protection; employee log; capacity tracking; shifts, type of menu (paper or written on chalkboard or whiteboard only), method of payment, type of flatware, verification of self-certification and receipt of a Reopen CT badge.
2. Implementation of safety measures, particularly where dining in active parking lots is requested.
3. If there is shared parking, describe how proposal will not adversely impact the other business.

Site Plan: At a minimum, a drawing or illustration, roughly to scale or dimensioned and depicting with reasonable accuracy the outdoor area that is proposed to be used and what is proposed to be placed, built, or erected in the outdoor area. Site Plans (which can be the same as the drawing required for Health Department approval) should include the following:

1. Dimensioned outline of the proposed area with relationship to roads, lot lines etc.
2. Location of any tables, chairs, screening, wait staff stations, waste receptacles etc.
3. Location of any temporary signage including those for public health information.
4. Location and description of any proposed lighting.
5. Location/description of safety barriers proposed to separate seating from vehicular traffic/parking
6. Path for staff to be used from kitchen to dining area
7. Chart with number of tables and number of seats on plan.

Outdoor Seating Limitations:

1. Capacity limited to 50% of previously approved indoor; no parties greater than 5.
2. Customers shall be served only when seated at tables. No standees.
3. All tables and seating must be provided by the business operator.
4. No outdoor food prep shall be permitted.
5. No amplified live or recorded music or other sound systems are permitted.
6. Outdoor area must operate within the hours listed.
7. Must maintain clear path for pedestrians, a minimum of 6 feet.
8. Must maintain 6 feet between at tables, distance measures closest chair to closest chair.
9. Patio space and tents shall not block fire department access.
10. Six feet of clearance around hydrants is required.
11. Seating in Town or State Right-of-Way (sidewalks, lawn, etc.) shall also require an Encroachment Permit.

STANDARDS AND SUBMISSION REQUIREMENTS (continued):

Tent Requirements: Applications involving the use of tents must also be reviewed by the Building Official and Fire Marshal for code compliance. You are encouraged to contact them before applying to ensure that appropriate supporting materials are included with your application submittal.

1. Tents of all sizes must be labeled on the site plan and a specification sheet must be included.
2. Tents over 700 sq. ft. require a Building Permit that is separate from this application.
3. All tents must comply with the following:
 - Must be securely tied down or by approved calculated ballast system
 - Egress and Ingress must be clearly marked and remain clear of obstructions
 - All open sides shall be maintained at all times
 - No cooking or food preparation is allowed under the tent
 - Outlets shall be raised and secured to prevent ground water contact.
 - No smoking or open flames of any kind shall be permitted in any tent or shelter.
 - If portable heaters are used, they must comply with the Building and Fire Codes.
 - NO SMOKING signs shall be posted.
 - Fire extinguishers are required.
 - All tents must bear manufactures label, membrane must be of approved non-combustible material

Referral: Applications will be reviewed by the Local Enforcement Officer (Building Official) with referrals to the Health Department, Planning and Zoning Department, Fire Marshal, Town Engineer, Police Department, and others as necessary for comments.

Fees: There is NO FILING FEE for this application.

Submission: Application for Temporary Certificate of Outdoor Dining and associated documents can be submitted via email to building@branford-ct.gov or mailed to Building Department, 1019 Main Street, Branford, CT 06405 or via lobby drop box at Branford Town Hall at the same address.

Review: The Local Enforcement Officer shall review and approve, approve with conditions (including extending or limiting the hours of operation), or reject any complete application for Outdoor Dining, and shall notify the applicant of said decision (including, but not limited to, emailed notice or certified mail) the later of (i) ten days after actual receipt of the complete application, or (ii) ten days after actual receipt of any additional materials required pursuant to Governor Executive Order 7MM 2(d). Any failure of the Local Enforcement Official to act pursuant to the preceding sentence within such time period shall be deemed to be an approval of the application.