



STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

55 MAIN STREET – PO BOX 187
ELLINGTON, CONNECTICUT 06029-0187
www.ellington-ct.gov

TOWN OF ELLINGTON
TEMPORARY CERTIFICATE FOR OUTDOOR DINING
APPLICATION
(FOR NEW OR EXPANDED OUTDOOR DINING AREAS)

Restaurant Name and Property Address: _____

Name of Applicant/Business Owner: _____ Phone: _____

Mailing Address: _____

Email: _____

Name of Property Owner: _____ Phone: _____

Mailing Address: _____

All information submitted with this application is true and accurate to the best of my knowledge. The applicant understands this application will be considered complete when all information and documents outlined under "**Submission Requirements**" on page 2 have been submitted. Additional or more detailed information may be required to protect public health and safety and in order to complete an application. Staff will work with applicants and take into account the need for expedited review of requests for temporary outdoor dining. The applicant understands this application is established pursuant to Executive Order 7MM issued by Governor Ned Lamont of the State of Connecticut, and shall remain in effect until modified, extended or terminated.

Businesses planning to open on May 20 (or during Phase 1) must complete the State of Connecticut's self-certification process before opening. The process can be found online at <https://business.ct.gov/recovery>.

Date: _____

Signature of Applicant/Business owner

Date: _____

Signature of Property Owner

SUBMISSION REQUIREMENTS
TEMPORARY CERTIFICATE FOR OUTDOOR DINING

Applications must be accompanied by the following:

A site plan of the property and written narrative outlining the proposed or modified outdoor dining facilities. Contact the Planning Department to determine if an existing site plan is available for use; if one is not available, the applicant can provide a printout of the property obtained from the Town's GIS mapping program located at: <https://ellingtonct.mapgeo.io/>.

1. The site plan must illustrate:
 - a. An outline of the outdoor dining area to be used for the operation, including roughly scaled dimensions.
 - b. The location of tables, chairs, overhead protection (tents, umbrellas, awnings, etc.), wait staff stations, waste receptacles, hand sanitizer stations, heaters, furniture, or other equipment.
 - c. The path to be used by wait staff for service to and from the kitchen, as well as the path to be used by customers to enter and exit the outdoor dining area and the restrooms.
 - d. The location of an outdoor waiting area.
 - e. The location of screening, if necessary or desired.
 - f. The location of safety measures to protect the outdoor dining area, particularly where dining is proposed within a parking lot or abutting a parking lot or road.

2. The application must include a narrative outlining:
 - a. Total occupancy proposed for the outdoor dining area.
 - b. Any noise, waste management, odor, light pollution, and environmental impacts expected from outdoor dining and how these impacts will be mitigated.
 - c. Safety measures taken to protect the outdoor dining area, particularly where dining is proposed within a parking lot or abutting a parking lot or road.
 - d. Privacy measures taken to minimize disturbance to abutting uses, if necessary.
 - e. Hours of operation.

Temporary Certificate for Outdoor Dining applications will be accepted via mail and email. However, applications for tents must be applied for through the Town's online permitting system accessible at <https://aca3.accela.com/ellington/Default.aspx>. Applications involving the use of tents will be reviewed by the Building Official and Fire Marshal. There is no filing fee for the application for Temporary Certificate for Outdoor Dining or a tent application associated with the temporary outdoor dining.

Temporary Certificate for Outdoor Dining applications will be reviewed by the Ellington Building Official, Fire Marshal, Planning Department, and North Central District Health Department. An official from each department is available to meet on-site to review applications with business owners/operators.

Contact List:

Ellington Planning Department:	860-870-3120
Ellington Building Department:	860-870-3124
Ellington Fire Marshal:	860-870-3126
North Central District Health Department:	860-745-0383