



Town of Vernon
55 West Main St.
Vernon, CT 06066
860-870-3633

Temporary Outdoor Dining and Activity Application

- New Outdoor Dining Expansion of Existing Outdoor Dining Other

Property Information

Property Address _____ Assessor Parcel ID _____

Property Owner/LandLord _____

Property Owner Address _____

Property Owner Phone _____ Email _____

Applicant

- Please Check if Applicant is different than Owner

Applicant Name _____

Applicant Address _____

Applicant Phone _____ Email _____

Project Description

Please provide a description of Outdoor Activity (attach additional pages if necessary)

Submission Requirements

- Please confirm that the application submission contains ALL of the checklist submission requirements

Signatures

The Applicant and/or Owner, undersigned, has prepared the application with complete and accurate information and acknowledges this annual permit is effective March 1, will expire in one year, and must be renewed.

Signature of Applicant _____ Date _____

Signature of Property Owner/Agent _____ Date _____

For Internal Use Only: **Approved** **Approved with Conditions (attached)**

Authorized Official

Town of Vernon Submission Requirements

Outdoor Dining and Activity

REQUIRED

- A site plan, drawing, or illustration, TO SCALE, depicting the outdoor area that is proposed:
 - Location of tables, tents, waitstaff stations, sanitation, and other furniture
 - A clear outline of the maximum area proposed
- A narrative outlining all proposed operations and management plans addressing:
 - Noise, waste and sanitation, odor, lighting, and other environmental impacts
 - Hours of operation and seating capacity.
 - Portable heating and cooling measures
- For Proposed Outdoor Dining or Activity in or adjacent to a parking area, space, lot, street or vehicular access way:
 - A depiction and plan for the protection of outdoor customers from vehicles shown by location on the site plan and by type and design of protections measures (such as wheel stops, bollards, planters, etc...).
 - Demonstration of adequate emergency vehicle access for both the outdoor dining area and primary business.
- Tents must meet the conditions of applicable building and fire codes and require a separate building permit from the Town of Vernon Building Department if they are greater than 400 square feet or have temporary heating or lighting.
- Building and Fire codes are NOT waived: other improvements must meet applicable building and fire codes and may require additional building permits and inspections.
- Health Dept. review is required. Contact Brian Bielawiec at bbielawiec@ncdhd.org or call the Enfield office at 860-745-0383
- A zoning Permit FEE is required.

NOTE: The Town may request additional information to support the application and may require conditions upon approval. Outdoor Dining and Activity spaces shall comply with State of Connecticut Building and Fire Codes.