# Site Plan Application for Outdoor Dining

## PLEASE CHECK THE APPLICABLE BOX

❑ NEW APPLICATION ❑ EXPANSION OF EXISTING OUTDOOR DINING AREA

**An outdoor dining area must be located generally in front of the restaurant it is associated with and must not encroach into areas not associated with the restaurant tenant space. Additionally, please be advised of the following:**

- **All outdoor dining areas must be fully compliant with section 177-37.2 of the West Hartford Zoning Ordinances. Outdoor dining may take place from April 1st to November 15th.**
- **The total number of restaurant seats between all inside and outside seating areas cannot exceed the number declared on your Food Service License application.**
- **An updated Pest Management Plan shall be submitted as part of this application**
- **Alcoholic liquor may be served only in connection with outdoor dining, which means food prepared on the premises of the restaurant.**
- **There shall be no consumer bars within the outdoor dining area and all alcoholic beverages shall be served tableside.**
- **Live entertainment in outdoor dining areas is not permitted.**
- **Furnishings including power cords must not be affixed to any Town facilities within the right-of-way, nor shall power be drawn from public sources, such as public light fixtures.**

## APPLICANT INFORMATION

| Business Name: | | |
|---|---|---|
| | | |
| **Business Address:** | | |
| | | |
| **Applicant Name:** | | |
| | | |
| **Applicant Address:** | **City:** | **State & Zip:** |
| | | |
| **Phone Number:** | **Email Address:** | |
| | | |
| **Property Owner Name:** | **Property Owner Phone Number:** | |
| | | |

## OPERATIONAL INFORMATION

All outdoor dining areas approved under this permit must comply with the **Operational Guidelines** listed on the following pages and be operating and maintained in a manner consistent with approved plans, operational narrative and supporting documents.

| **Proposed Hours of Operation for Outdoor Dining**<br>Sun-Thurs: Fri-Sat: | | |
|---|---|---|
| **Will alcohol be served?**<br>Yes ❑ No ❑ | **Will heaters be used?**<br>Yes ❑ No ❑ | **Will umbrellas be used?**<br>Yes ❑ No ❑ |
| **Total Number of Proposed Seats (all indoor + all outdoor):** | | |

## Operational Guidelines

1. Outdoor dining areas must maintain a clear path on the sidewalk for accessible pedestrian movement and shall conform to the following standards:

    a. Clear path must be a minimum of +/-6 feet in width between the edge of the 4-foot amenity zone and the outside edge of the outdoor dining area.
    b. Clear path must be unobstructed for pedestrian use including from stationary activities such as, but not limited to, service locations for wait staff and queuing locations for host stands.

2. Outdoor dining areas must be clearly defined by a fixed barrier, such as fencing or planters, and positioned so that they cannot be modified in any way during the permitted period. The barrier must be anchored or otherwise weighted such that it cannot be easily moved. The base of any delineation fixtures must be flush with the sidewalk. For example, planted boxes that hang into a pedestrian access corridor are prohibited.

3. Any underground utility manhole(s) that may be located within an outdoor dining area shall remain accessible at all times. Should any work within the manhole be required, the restaurant agrees to move any and all outdoor dining equipment that may be obstructing access to a manhole upon request of any Town Official, Town Contractor or Utility Contractor. The restaurant will be provided as much notice as possible prior to work taking place within or around the manhole.

4. Clearances as they apply to umbrellas or similar nonstructural and retractable awnings and overhead lighting:

    a. Awnings and/or umbrellas must have a minimum clearance of 7 feet and a maximum clearance of 10 feet.
    b. Awnings and/or umbrellas shall not extend outside the permitted outdoor dining area, including roadway and pedestrian clear zone.
    c. Overhead lighting installed over walkable surface must have at least 7 feet clearance.

5. No power shall be drawn from public sources. Temporary wiring (including but not limited to extension cords) must not be run across the ground without additional protection, nor shall live trees or shrubbery be utilized for support. Overhead wiring must be at least seven (7) feet above public walking area. Temporary wiring (including but not limited to extension cords) shall be visually inspected by staff for damage before each use and replaced if damage is detected. Temporary wiring (including but not limited to extension cords) shall be properly stored when not in use.

6. Heating and gas storage:

    a. Portable heaters, including those fueled by propane or electricity, must be within permitted outdoor dining areas and must meet other clearances.
    b. Heaters must be placed with a minimum of 5 feet from plants, landscaping and tree trunks or branches.

c. Propane tanks not attached to a portable heater may not be stored in the outdoor dining area.
d. Power for electric heaters must not be drawn from public sources.

7. The outdoor dining area and the outdoor service area must be configured and operated in a manner consistent with the approved site plan.

8. Tents or canopies are prohibited.

9. Advertisements or signage on umbrellas shall be 1) limited to one per umbrella face/side/segment; 2) limited in size to 18 inches in length and 12 inches in height; and 3) monochromatic. Signage or advertisements on outdoor dining barriers is not permitted.

10. Outdoor dining areas, fixed barriers or furnishings must not obstruct or contradict the Town's traffic or other signs located within the street or sidewalk right of way.

11. The outdoor dining area shall be kept clear of litter, food scraps or soiled dishes and utensils at all times. The entire floor/sidewalk surface in and around the outdoor dining area shall be swept as necessary, but not less frequently than daily, and cleaned to remove greases, oils and stains by steam cleaning or a similar process on a weekly basis. Spilled materials shall be cleaned promptly. Sweeping debris or spilled materials into the gutters of public streets shall be prohibited. This requirement shall also apply to any areas beyond the outdoor dining area which are traversed by restaurant staff and/or patrons.

12. Trash containers must be placed in the outdoor dining area and emptied as needed.

13. Adequate visual warnings must be maintained of any hazard to an employee or a member of the public that may be encountered in the outdoor dining area, including a warning of any curbs, ramps or other changes in elevation in the outdoor dining area and the sidewalk.

14. The Director of Public Works may suspend, revise or amend any guideline(s) to the extent required by the public interest.

## APPLICANT & PROPERTY OWNER SIGNATURE

The Applicant, and any business entity associated with the outdoor activities under the authority of this permit, hereby agree that they will have and maintain exclusive control over the inspection and maintenance of the entirety of the area where outdoor activity is authorized by the permit, including all areas where an employee or patron of Applicant, or a member of the public, can access, during all times the Applicant holds the permit.

**Acknowledgment** ❑

***The undersigned warrants the truth of all statements contained herein and in all supporting documents to the best of his/her knowledge and belief. Furthermore, the Applicant agrees that submission of this document constitutes permission and consent to Staff inspections of the site.***

**Applicant Signature:** _____

**Date:** _____

**Property Owner Signature:** _____

**Date:** _____ **(In lieu of a signature a separate letter or email of authorization can be provided)**

## SITE PLAN APPLICATION SUBMITTAL PROCESS AND REQUIREMENTS

- All applications and supporting documents must be submitted through the West Hartford Permit Portal*:
  - https://cv.westhartfordct.gov/CityViewPortal/
- The fees associated with the application are $150.00 + $50.00/1,000 square feet of expanded or new outdoor dining square footage (or fraction thereof) + $60.00 DEEP fee.
- An Operational Narrative **(Please use the Operational Narrative Guide document to help you structure your narrative and to ensure all required information is included)**.
- A comprehensive, **professionally prepared** plan depicting the outdoor dining area and all accessory elements including:
  - Table & Chair arrangement. All entrances and exits must be kept fully ADA accessible.
  - Outdoor dining area enclosure specifications (fencing, planters, barricades etc.).
  - Trash receptacles (if applicable)
  - Outdoor bus stations (if applicable)
  - Site lighting (if applicable)
  - Umbrella details (if applicable)
  - Heater details including propane tank storage information (if applicable)
- The plans and narrative submitted must provide sufficient detail to demonstrate compliance with sections **177-37.2** and **155-26 (B)** of the Town Ordinances.

**If you have not already done so, you must register as a Portal user. Once registered, select "Apply for a Planning Permit" and select "Site Plan". Follow the prompts from there to input all relevant application information. When you reach the "Upload Document" section, please upload the aforementioned documents in the corresponding fields (Application Form, Project Narrative and Site Plan). The final step is to pay fees. At the time of application submittal, fee payment will be partial. Once the application is received and reviewed for completeness by staff, the remaining fees will be made payable.*