

TOWN OF WAPPINGER RESTAURANTS

OUTDOOR DINING IS PERMITTED AS OF JUNE 9TH, 2020

Outdoor dining will be permitted as part of the Hudson Valley's Phase II re-opening. Restaurants that do not currently have outdoor seating can apply for a COVID 19 Outdoor Seating Permit through the town's building department.

To apply for an outdoor seating permit, please fill out the application found here: www.townofwappingerny.gov

Applicants must meet the permit requirements and all applicable NYS Health Department requirements.

Things to consider for Outdoor Dining:

Permitting requires submission of a site plan that includes all working aspects of your site, especially:

- The placement of the tent / structure
- Fire rating of the tent
- Planned capacity – tables must be at least 6' apart
- The electrical plan (electrical permit is required)
- Physical barriers to protect diners from vehicles
- If curbside pick-up will continue, how the two will be separated
- Restroom access plans (w/ ADA compliance)
- Adherence to DOH guidelines.

Please refer to the NYS guidelines for Outdoor and Take-Out/Delivery Food Services:

<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/OutdoorTakeoutDeliveryFoodServicesSummaryGuidance.pdf>

TOWN OF WAPPINGER BUILDING DEPARTMENT
20 Middlebush Road
Wappinger Falls, New York 12590
Telephone: 845-297-6256 Fax: 845-297-0579
<http://www.townofwappingerny.gov>

COVID-19 OUTDOOR SEATING PERMIT APPLICATION

Name of Applicant: _____

Project Site Address: _____

Applicant Address: _____

Tel #: _____ Cell#: _____ Email: _____

Point of Contact: _____ Cell #: _____

Name of Owner of Building/Land: _____

Address: _____

Tel #: _____ Cell: _____ Email: _____

Health Department #: _____

Do you wish to serve alcoholic beverages outdoors: YES NO

Liquor License #: _____ Must follow SLA rules.

Current Hours of Operation: _____

Location of outdoor Seating: Public Property: Private Property:

Patio: Parking Lot: Sidewalk: Other:

Are public parking lot closures being requested for use: Yes No

Do you wish to have a tent: Yes: No:

**If yes, a Tent Permit is required from the building department.

Occupancy Calculation:

Legal Occupancy Limit: _____

***Combined Indoor and Outdoor occupancy cannot exceed legal occupancy limit per the Certificate of Occupancy issues by the Town of Wappinger.

Will an electrical permit for lighting be needed: Yes No

**If yes, an Electrical Permit from the Building Department is required.

NARRATIVE DESCRIPTION:

Describe your plan for the storage and removal of exterior trash and litter:

Describe your plan for providing restrooms for patrons including ADA compliance:

Describe your plan for accommodating waiting patrons:

SITE PLAN:

Indicate and label the following on the plan:

* ***Detail*** the proposed outdoor seating area and label the location, size and number of tables and chairs, or any items to be part of the outdoor seating and location of unobstructed space permitting free passage of pedestrian traffic around and through the outdoor seating area. In outdoor spaces, all tables with seats must be at least 6 ft. from any other table, seat, patron, or pedestrian thoroughfare or corridor.

* ***Detail*** vehicular access: entrances, exits, and vehicular flow must be labeled. Indicate accessible parking, curbside pick-up area, and delivery vehicle locations. Depending on your location you may also want to provide parking for patrons.

* ***Detail*** the location of trees, fire hydrants, utility poles, street light poles, parking meters, bus shelters, trash receptacles and any other obstructions or other permanent street fixtures, either existing or proposed, within the outdoor seating area.

* ***Include*** any doors leading from the establishment or abutting buildings.

* ***Detail*** barricade type and placement, if applicable.

* ***Detail*** location of tent, if applicable.

* IF THERE ARE QUESTIONS OR SPECIAL CIRCUMSTANCES, PLEASE CONTACT THE BUILDING DEPARTMENT.

PLEASE BE AWARE OF THE FOLLOWING GUIDANCE:

- Food and/or beverage must be consumed in outdoor, open-air areas, without a fixed roof (besides a temporary or seasonal awning or cover).
- Food and/or beverage must be consumed while seated at a table, bar, counter, or similar contrivance.
- All tables must be 6 feet apart; any seat at bar, counter, or similar must be 6 feet apart.
- All staff of the licensed business must wear face masks at all times.
- All customers must wear face masks at any time they are not seated.
- Any consumption shall be subject to all other relevant executive orders, guidance's promulgated by the Department of Health, and/or any other relevant agency guidance.
- All Fire Safety requirements must be followed.

Complete SLA guidance for outdoor dining can be found here:
<https://sla.ny.gov/new-york-state-liquor-authority-guidance-outdoor-expansion-licensed-premises-response-covid-19>

Please refer to the NYS guidelines for Outdoor and Take-Out/Delivery Food Services:

<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/OutdoorTakeoutDeliveryFoodServicesSummaryGuidance.pdf>

Required Documents to be submitted:

1. Permit application
 2. Narrative description
 3. Site Plan
 4. Proof of landlord permission for outdoor seating
 5. Certificate of Insurance for use of public/private property for outdoor seating and/or the service and consumption of alcohol
-

Permit Requirements and Guidelines

- All tents require building permits and inspection.
- Outdoor seating must be separated from vehicles and a barrier must be provided.
- If using only private property, a full review is anticipated within 48 hours. If the use of public property is requested, the application review may take longer.
- Staff will expedite permit review and approval. Applicant will make themselves available for review comments and site visits. Permit Application approval may take longer if applicant is difficult to contact or application is not complete.

**All outdoor seating must be in compliance with NYS guidelines for Outdoor and Take-Out/Delivery Food Services. –

<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/OutdoorTakeoutDeliveryFoodServicesSummaryGuidance.pdf>

Signature and Hold Harmless Agreement

Applicant agrees to defend the Town from and against any and all claims, suits, or actions for death or injury to persons or damage to property brought against the Town arising from any alleged claims, acts or omissions in connection with this Permit, whether or not suit is filed, unless such claim, suit or cause of action was based solely on the negligence of the Town, its employees, agents or contractors. Additionally, applicant shall indemnify the Town for any sums the Town becomes obligated to pay as damages arising out of such circumstances, except to the extent such damages are due solely to the negligence of the Town, its employees, agents or contractors. The applicant is an authorized representative/agent for the establishment.

Applicant acknowledges that the operation of the outdoor seating area will comply with all **New York State Building Code and Town of Wappinger Code.**

Applicant certifies that all information is accurate and correct.

Applicant agrees to allow Town staff to inspect outdoor seating at any time and comply with updates as required.

Owner/Manager Name: _____

Signature: _____

Date: _____ Phone #: _____

MUST CALL FOR INSPECTION FROM THE BUILDING DEPARTMENT BEFORE OPENING.
