



## **RESTAURANT LAND USE GUIDE FOR ESTABLISHING TEMPORARY OUTDOOR DINING DURING COVID-19 PANDEMIC EVENT**

**Department of Planning  
City of Waterbury  
One Jefferson Square  
185 South Main Street  
Waterbury, Connecticut 06705  
Telephone: (203) 574-6817  
Fax: (203) 346-3049  
[cityplan@waterburyct.org](mailto:cityplan@waterburyct.org)**

Governor Lamont has issued guidelines authorizing the partial reopening of restaurants closed as a result of the COVID-19 pandemic event. Effective May 20, 2020, restaurant businesses will have the option of serving food and beverage in outdoor locations on their premises; subject to State operational requirements. A copy of these requirements can be obtained via the following link:

[https://portal.ct.gov/-/media/DECD/Covid\\_Business\\_Recovery](https://portal.ct.gov/-/media/DECD/Covid_Business_Recovery)

The executive order continues to prohibit the operation of bars and the use of indoor restaurant space for dining purposes. In order to facilitate outdoor dining, the City of Waterbury is allowing temporary and limited use of parking lots and lawn areas for the staging of dining and guest seating. This guide is intended to provide helpful information and instructions should you choose to pursue the outdoor dining option.

### **WHAT PERMITS ARE REQUIRED, WHERE DO I OBTAIN A PERMIT, AND IS THE PROCESS COMPLICATED?**

Before establishing a temporary outdoor dining area, you will be required to obtain a *Temporary Outdoor Dining Permit* from the City Planning Department. This involves completing the attached permit form.

Upon initial review, a determination will be made if other departments need to review and approve the proposal. Application forms may be obtained via: <https://www.waterburyct.org/>

Note, there is no need to visit our office. The review and issuance of the permit is done remotely by submitting the completed form and supporting documents to [cityplan@waterburyct.org](mailto:cityplan@waterburyct.org) or faxing the information to (203) 346-3049. The process is neither lengthy nor complicated and staff is available to assist you.

#### **WHAT INFORMATION DO I NEED WHEN APPLYING FOR MY PERMIT?**

- Signature of property owner
- A plot plan of your property showing the location of your building, parking lot areas and the location of the planned outdoor dining area. The plot plan should show all driveway aisles, driveway entrances/exits, fire lanes and distances between the outdoor sitting area and the restaurant building. The plot plan should also show the distance between the outdoor dining area and perimeter property lines. Note, the plot plan does not have to be professionally designed by an engineer.... you may choose to develop a plan by using such resources as Google Maps, Bing Maps or similar mapping information.
- A plan showing how you intend to separate vehicle traffic from the planned outdoor seating area (i.e., type of barricades, temporary fencing, temporary directional signage, etc.) and a layout plan of the defined outdoor seating area based on the attached operational requirements set forth by the State of Connecticut. The outdoor dining area plan must provide for a safe means of ingress and egress and well-defined evacuation routes that are unobstructed by temporary fencing or barriers. This may require some thought as every site is different. Remember customer and employee safety is paramount!

#### **WHAT ARE THE ZONING RULES?**

- Temporary outdoor dining areas are restricted to level, wheelchair-accessible lawn or parking lot areas. Separation measures must be employed so as to safely segregate vehicle traffic from outdoor dining areas. Travel ways, site circulation, fire lanes and truck delivery areas must remain unobstructed at all times.
- Sufficient on-site parking should be provided to the fullest extent possible. Off-site parking for employees is encouraged, when safe and practical.
- Site work (i.e., excavation, expanded paving, etc.) is prohibited unless further permits are obtained.
- Existing holders of alcoholic liquor licenses may serve alcoholic beverages only to those outdoor-seated customers ordering meals.
- Outdoor dining hours end at 11:00 p.m. or earlier on Friday and Saturday nights and 9:00 p.m. or earlier on all other nights of the week. Unless previously authorized, no outdoor entertainment shall be allowed.
- No setback requirements apply to temporary outdoor seating areas unless the selected location is deemed to create a public health hazard (i.e., impacting adjoining properties).
- Outdoor seating areas must be properly illuminated; by means of existing lighting or use of temporary lighting. Temporary lighting shall be directed in manner so as minimize spillage on other properties.

- Interior bathrooms may be used subject to State-imposed operational and cleaning requirements as specified in the State operational handout.
- Zoning permits for outdoor dining are temporary and automatically expires upon the applicant's abandonment of the outdoor seating area or revocation of the Governor's executive order prohibiting public assembly within restaurant facilities; whichever occurs first.
- Use of public sidewalk areas are permitted subject to maintaining a six-foot (6') clearance for pedestrian passage and subject to further review and conditions imposed by the Department of Public Works.
- The issued zoning permit shall be displayed in a conspicuous on-premise location until such time the outdoor seating option is terminated.

### **CAN I INSTALL A TENT IN CONJUNCTION WITH MY TEMPORARY OUTDOOR DINING AREA?**

Yes, but subject to the following requirements:

- Tents must be open-sided so as to accommodate emergency evacuation.
- Cooking equipment, heat-producing devices and the presence of any live flame within the tent is prohibited.
- A copy of tent specifications from the provider, including certification of flame retardancy, must be provided.
- Describe the means of tent anchoring so as to safeguard against high winds.

### **OTHER REQUIREMENTS AND CONSIDERATIONS**

Reopening of restaurants throughout Connecticut is being rolled out in phases. Effective May 20, 2020, the modified executive order will limit restaurant operations to takeout service and outdoor dining at an occupancy not to exceed 50% normal capacity. Bars are not allowed. It is important you carefully read the State reopening requirements (link referenced above) in order to incorporate the specifications into your plan.

### **ARE THERE ANY PERMIT FEES?**

No.

### **OTHER CONSIDERATIONS:**

The Permit for outdoor dining is temporary and expires once restaurants are allowed to fully reopen. We are in unique and challenging times as we attempt to support our business community; but in a way that does not jeopardize or compromise the health and safety of employees and customers, nor compromise the aesthetics of our community. We appreciate your cooperation!



# ZONING D9 F A H APPLICATION

## H9 A D C F 5 F M C I H 8 C C F F 9 G H 5 I F 5 B H 8 B B ;

### CITY OF WATERBURY

**Fee:** No Fee

**INSTRUCTIONS:** Fill in all boxes and checkboxes not in shaded areas. Shaded areas are for Staff use. The application must be **SIGNED BY BOTH THE APPLICANT AND PROPERTY OWNER.**

**DATE:**

**PROPERTY INFORMATION:** (Use supplemental property form if more than one property.)

<b>Address:</b>	<input type="text"/>
<b>Map-Block- Lot:</b>	<input type="text"/>
<b>Owner:</b>	
Applicant Name:	<input type="text"/>
Restaurant Name:	<input type="text"/>
Mailing Address:	<input type="text"/>
City, State, Zip:	<input type="text"/>
Phone:	<input type="text"/>
Email	<input type="text"/>

**Property Owners Signature:** The undersigned property owner consents to necessary property inspections of the above-mentioned property at reasonable times by City of Waterbury Staff for purposes related to the issuance of this permit and inspection permitted activities.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPLICANT:** (All certified communications will be sent to the address listed below,)

Name:	<input type="text"/>
Address:	<input type="text"/>
City, State, Zip	<input type="text"/>
Phone:	<input type="text"/>
Fax:	<input type="text"/>
Email	<input type="text"/>

**ZONING DISTRICT:**

**TYPE OF IMPROVEMENT**

(check appropriate box)

- ☐ **OPEN AREA SEATING ONLY (NO TENT)**
- ☐ **SEATING WITH OPEN-SIDED TENT** (SIZE OF TENT IF APPLICABLE): \_\_\_\_' X \_\_\_\_'
- ☐ **PUBLIC SIDEWALK SEATING (NO TENT)** (6' OF SIDEWALK MAINTAINED)

I certify that the information submitted herein is accurate to the best of my knowledge and acknowledge that this permit is temporary and terminates upon applicant's abandonment of outdoor dining activities, or the termination of State's executive orders restricting occupancy of restaurants, whichever event occurs first.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

=====(Office Use Only Below Line)=====

Department of Public Health Approval: I certify that request for temporary outdoor seating, as presented, complies with relevant agency ordinances and regulations of the City of Waterbury.

Signature of Health Department Official \_\_\_\_\_ Print Name \_\_\_\_\_  
Title of Official: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Building Department Approval: I certify that request for temporary outdoor seating, as presented, complies with relevant agency ordinances and regulations of the City of Waterbury.

Signature of Building Department Official \_\_\_\_\_ Print Name \_\_\_\_\_  
Title of Official: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Fire Marshal Approval: I certify that request for temporary outdoor seating, as presented, complies with relevant agency ordinances and regulations of the City of Waterbury.

Signature of Fire Marshal \_\_\_\_\_ Print Name \_\_\_\_\_  
Title of Official: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Department of Public Works Approval: I certify that request for temporary outdoor seating, as presented, complies with relevant agency ordinances and regulations of the City of Waterbury.

Signature of DPW Official \_\_\_\_\_ Print Name \_\_\_\_\_  
Title of Official: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**ZONING CERTIFICATION:**

☐

Approved

☐

Denied

Reason for denial:

**WETLANDS CERTIFICATION:**

☐

No Regulated Activities

☐

Regulated Activities – IWWC Permit Required

☐

Regulated Activities –Agent Approval  
(see attachments)

Comments:

Signature:

Date:

Land Use Officer