



TOWN OF GROTON

Planning & Development Services

Return to:
Planning & Development Services
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TEMPORARY CERTIFICATE FOR OUTDOOR DINING

(Please check one)

- Modification for Existing Outdoor Dining Approval
- New Outdoor Dining Approval

1. Name of Applicant: _____ Phone: _____

Mailing Address: _____

Email Address: _____

2. Name of Property Owner: _____ Phone: _____

Mailing Address: _____

Email Address: _____

3. Property Name and Address: _____

4. Parcel Identification Number: _____ Zone: _____

5. **TEMPORARY APPROVAL** - TCOD's will be valid until the Governor's Executive Order No. 7MM is lifted. Once expired, businesses must revert back to previous approvals for the site.

Note: 1) To be accepted by the Planning Division, this entire application must be completed, signed, and submitted with a map and narrative that describes the operation of the temporary outdoor dining area.

2) The submittal of this application constitutes the property owner's permission for the commission or its staff to enter the property for the purpose of inspection. .

3) If this approval leads to negative impacts on the surrounding area, including noise or parking Impacts, the Zoning Official reserves the right to work with businesses to collaboratively address and to revoke the permit if necessary.

6. All information submitted with this application is true and accurate to the best of my knowledge. The applicant understands that this application is to be considered complete only when all information and documents outlined under "**Standards and Submissions**" have been submitted. In addition, by signing below, the applicant confirms their understanding of any terms or conditions applied to the permit if approved, particularly the expiration date. Under no circumstances shall any permit for new outdoor dining and/or modified outdoor dining extend beyond the executive order, EO 7MM, under which it was created.

Signature of Applicant/Business Owner

Date

Signature of Property Owner

Date

TCOD Permit Number: _____

Please provide a narrative that describes the operation of the temporary outdoor dining area you are applying for, including location, size of patio, # of tables, hours of operation, lights, waste management and odor control, any proposed separation barriers, tents, and cooking outdoors.

(To be completed by Planning Department)

Action taken by Director of Planning and Development or Designee:

- Approved
- Approved with Conditions and/or Modifications
- Denied

Conditions (if any): _____

Modifications (if any): _____

Denied/Reason(s): _____

Director of Planning and Development or Designee

Date

TCOD PERMIT #: _____

STANDARDS AND SUBMISSION REQUIREMENTS

Applications must be accompanied by the following:

1. A hard copy of the Application with original or “live signatures”, including the owner(s) signature, is required. Digital copies sent via email are also encouraged and will assist staff in expediting the approval.
2. A plan of the temporary outdoor dining area. Contact OPDS to see if a copy of a previously approved site plan is available to use for the plan. If a previous site plan is not available, the Applicant should create an aerial image of the site using The Town’s GIS website. The plan must illustrate:
 - a. The location of any tables, tents, wait staff stations, waste receptacles, or any applicable furniture associated with the operation.
 - b. An outline of the maximum area, including scaled dimensions, to be used for the operation.
 - c. The path to be used by wait staff for service to and from the kitchen must be safe and obstruction free.
 - d. The plan must be drawn to scale. Failure to do so will impact staff’s ability to assess the operation and may result in delays.
 - e. The plan should show how the applicant is ensuring the safety of patrons including, but not limited to, adequate protection from vehicular intrusion into the outdoor dining area. This shall include types and locations of barriers. See Section 5.1-1.E (attached) for guidance.
 - f. The plan should show clear pedestrian access and movement to outdoor dining areas and other adjacent uses.
 - g. The plan must show any proposed lighting and show how it complies with Section 8.5 Outdoor Lighting of the Zoning Regulations.
 - h. Adequate emergency vehicle access must be considered for the outdoor dining area as well as nearby businesses.
3. The application must include a narrative outlining all operations including:
 - a. Any plans to prepare or cook food outdoors.
 - b. Implementation of safety measures, particularly where dining in active parking lots is requested.
 - c. Privacy measures taken to minimize disturbance (if any) to abutting uses.
 - d. Days and hours of operation.
4. The application must demonstrate that outdoor seats will not interfere with pedestrian or vehicular travel, or sight-lines. The outdoor seating cannot interfere with handicap access as required by the Americans with Disabilities Act. Applicants should review Section 5.1-1.E Outdoor Patio, Commercial, On-Site, (attached) of the Zoning Regulations as all requirements not superseded by the executive order will be required to be met.
5. Applications involving the use of tents must also be reviewed by the Building Official and Fire Marshal. You are urged to contact them before applying to ensure that appropriate supporting materials are included with your application submittal.
6. Applications will be reviewed by Ledge Light Health District, the Building Official, Fire Marshal, and the Planning Department. Please contact them before submitting this application to help avoid delays.
7. Filing Fee: There shall be no filing fee for this application.