

# TOWN OF GREENWICH

Town Hall – 101 Field Point Road, Greenwich, CT 06830 (203) 622-7894 FAX 622-3795

## OUTDOOR DINING PERMIT RENEWAL APPLICATION

Administrative approval is available **if** the following conditions are met:

- 1. No changes in the scope of operation (i.e. hours of operation, number of seats, etc.),**
- 2. No changes to previously approved Outdoor Dining site plan, and**
- 3. No violations reported by Zoning Enforcement or Health Departments.**

*Planning and Zoning Commission Approval is required if modifications are proposed in scope of operations or site plan. Consequently, the attached forms should **not** be used. Contact the Planning and Zoning office for the site plan application to be submitted to the Planning and Zoning Commission.*

The following items must be submitted to the Planning and Zoning Department for outdoor dining renewal. Please allow two weeks after application submission for public comments prior to issuance of department administrative approval.

1. Application Form;
2. A check made payable to the Town of Greenwich for \$560.00: (\$500.00 for Outdoor Dining Renewal and \$60.00 for State Fee).
3. Agent Authorization letter if applicant is not property owner;
4. Certificate of Mailing for Affidavit of Notification to adjoining property owners (including properties across the street);
5. Proposed months and hours of operation;
6. The number of seats to be removed from inside;
7. Seating plan for indoor dining (including distribution of bar vs. restaurant seating) and the outdoor dining, existing number and layout of parking spaces provided, etc.  
**(3 sets of plans required);**
8. Written verification that all conditions & provisions of previous application approval have been satisfied and will be adhered to;
9. Provide proof of Liability Insurance if Outdoor Dining area is located on a Town Sidewalk.
- 10. Please be advised that a temporary permit issued by the Building Department needs to be obtained following P&Z approval and prior to the start of the outdoor dining use.**

**Applicants are responsible for obtaining sign-offs from the Zoning Enforcement Division (within the Building Department – 2<sup>nd</sup> floor), the Environmental Health Division of the Health Department (3<sup>rd</sup> floor), and the approval of the Commission and of Public Works for use of sidewalk areas located on Town property. Please have someone in the Zoning Enforcement Division and Health Department Staff initial the proper box on the Application form before submitting to Planning and Zoning. The Health Department MUST also include an approval stamp on the submitted plan along with the staff initializing the outdoor dining permit renewal application prior to submittal to Planning & Zoning. Thank you.**

Contact Marisa Anastasio, Applications Coordinator , [manastasio@greenwichct.org](mailto:manastasio@greenwichct.org) , ph. 203-622-7894 to schedule an appointment for submittal of this application