

OUTDOOR DINING STANDARDS AND SUBMISION REQUIREMENTS

Restaurants, including those that serve alcohol, will be allowed to open outdoor dining facilities at 50% of their indoor seating capacity, and those that are licensed to do so, may serve alcohol at outdoor tables with meals. Outdoor alcohol service without food service will not be allowed. An [Application for Re-Approval or Revision of a Site Plan](#), a simplified site plan of the property, and a written narrative outlining the proposed or modified outdoor dining facilities must be submitted and approved before any outdoor dining may commence, unless outdoor dining facilities already exist on the premises and you do not plan to expand beyond the previously approved area, in which case, you should contact the [Health Department](#), which will conduct an on-site inspection to confirm compliance with these standards.

Contact the [Planning Department](#) to determine if a site plan is available and they will copy it for you to pick up at Town Hall and modify yourself. You **do not** need a professional engineer or surveyor to perform this work and the Planning Department staff can assist you if necessary. If a site plan is not available, the [Planning Department](#) can provide a scaled aerial photo of the property, obtained from the [Town's GIS](#), to use as the base for your simplified site plan. Relevant town staff can meet you at your restaurant to help you if necessary, which will be coordinated through the [Planning Department](#). Applications can be mailed to or dropped off at:

Planning Department
Windsor Town Hall
275 Broad Street
Windsor, CT 06095

To expedite your application and aid you in reopening your business, please provide all of the information below to help us review your application as quickly as possible.

1. The required survey/site plan must illustrate:
 - a. a scaled outline of the area to be used for the operation;
 - b. the location of any tents (no tent walls are permitted); tables and chairs (there must be six feet between the backs of chairs at seating distance from the table); waitstaff stations; waste receptacles; temporary heaters; hand sanitizing stations; electrical supply and distribution; lighting; barricades/vehicle impact protection; fire extinguishers; temporary signage, including social distancing signs and pavement markings; and any other furniture or items associated with the operation. Building permits are likely required for tents and outdoor wiring. Please contact the Building and Fire Safety Department with your tent and wiring needs to confirm this;
 - c. dining areas should be located as close to the indoor establishment as possible and attempt to avoid any adjoining residential properties;
 - d. the path to be used by waitstaff for service to and from the kitchen;
 - e. minimum four-foot pathways for pedestrian access to outdoor dining and indoor bathroom facilities;
 - f. any privacy measures, if found to be necessary by town staff to mitigate impacts on residential neighbors.
2. The simplified site plan must be drawn to scale. Failure to do so will impact staff's ability to assess the operation and may result in delays. Planning staff can better explain this to you if necessary and may be able to loan you a scaled ruler and templates on a first-come basis.
3. In addition to the safety risks anticipated from the current pandemic, the town is aware of risks imposed on patrons from vehicular traffic when dining is located in parking areas. If sufficient area is lacking to provide outdoor dining on existing patios, decks, or lawns (no food storage on lawn), the use of a portion of the parking lot may be considered. Understanding the inherent concerns of using a parking lot for dining, and with due consideration to the loss of parking spaces, the following must be considered:
 - a. the site plan must demonstrate that remaining parking is adequate for the proposed outdoor seating;
 - b. a plan to ensure the safety of patrons including, but not limited to adequate protection from vehicular intrusion into the outdoor dining area;
 - c. if parking is shared with another use, no approval may be granted to use a parking area that adversely affects another user;
 - d. the means by which this is accomplished must be shown on the site plan and any means of protection that is unable to stop a moving vehicle cannot be accepted;
 - e. adequate emergency vehicle access must be considered for the outdoor dining area as well as nearby businesses;
 - f. if the resulting traffic pattern is confusing and/or dangerous, with a high probability of property damage and/or injuries even if protection from vehicles are proposed, town staff reserves the right to deny dining in a parking area, which decision may be appealed to the Town Planning and Zoning Commission (not the Zoning Board of Appeals per [Executive Order No. 7MM](#));
4. The application must include a narrative outlining all operations including:
 - a. current indoor seating capacity;

- b. employee COVID19 training;
 - c. social distancing plan;
 - d. disposable menus (reusable menus are prohibited except for chalkboards);
 - e. single-serve condiment packets (bottles and dispensers are prohibited);
 - f. utensils must be rolled or disposable;
 - g. face masks or coverings required for staff and patrons unless patrons are eating;
 - h. gloves are required for waitstaff and must be changed frequently;
 - i. implementation of safety measures, particularly where dining in active parking lots is requested;
 - j. privacy measures taken to minimize disturbance (if any) to abutting uses;
 - k. hours of operation and days of week;
 - l. service plan: path followed by servers, refuse disposal, use of tableware and intermediate disinfection;
 - m. alcohol plan: where and when served if outside of existing permitted areas;
 - n. evidence of insurance if public property is to be used.
5. Applications involving the use of tents must also be reviewed by the [Building and Life Safety Department](#). You are urged to contact them before applying to ensure that appropriate supporting materials are included with your application submittal.
 6. Outdoor light entertainment that is not previously or subsequently approved by the Town Planning and Zoning Commission is prohibited
 7. Applications will be reviewed by the [Building and Fire Safety Department](#), [Engineering Department](#) (if located in a parking lot), [Health Department](#), and [Planning Department](#). Please contact them with any questions before submitting this application to help avoid delays.
 8. Once approved, a copy of the approved permit and any supporting material, including the [Certificate of Self-Certification](#) from the Department of Economic and Community Development, shall be available onsite for inspection by town enforcement personnel.
 9. Filing Fee: There shall be no filing fee for this application.