



NOTE: This request form applies only to restaurants that are currently operating under a Special Application for Temporary Outdoor Dining and Retail or under a previously approved Special Use Permit, but wish to add some type of tent, temporary entry vestibule, other cover structure and/or heaters.

Please fill out the form below and a member of Town staff will contact you to discuss your specific proposal and associated permitting requirements.

<p>In preparation for your meeting with Town staff: Please prepare a drawing, roughly to scale or dimensioned and depicting with reasonable accuracy the location of the tent, vestibule, other enclosure and/or heaters relative to your outdoor dining area in addition to the location of ballasting for tents</p>	
<p>The information you should be prepared to discuss must include the following (additional information may be required as part of the permitting requirements based on your specific request):</p>	
<ul style="list-style-type: none"> ▪ Tent Size (or size of each tent or canopy if multiple units are being erected) ▪ If multiple tents or canopies are being erected, what is separation distance between each unit? ▪ What is the tent(s) being used for? ▪ Will the tent(s) have sides for inclement weather? ▪ The tent shall not be used when winds are in excess of 35 MPH. An anemometer shall be installed on the tent and the tent shall be provided with signage stating that the tent should be evacuated if winds exceed 35 MPH. ▪ A plan indicating the location of all ballast and weights shall be submitted to the building official as part of this application. 	<ul style="list-style-type: none"> ▪ Location of tent(s) from lot lines, buildings, parked vehicles, internal combustion engines, heaters, and LP-Gas containers. ▪ Flammability Certificate showing that the tent(s) or canopies comply with NFPA Standard 701. ▪ An evacuation plan certified by the operator of the tent shall be submitted to the building official as part of this application. ▪ If proposing a temporary entry vestibule please indicate the size and location (note: entry vestibules may not be used for patrons to congregate while waiting to be seated). ▪ For any heating device, please indicate the type, the required fuel supplies and location and type of containment for storage of fuel supply.
<p>Are tents, vestibules or other structures being proposed?</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Are heaters being proposed?</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>

APPLICANT INFORMATION			
Business Name:			
Business Address:			
Applicant Name:			
Applicant Address:	City:	State & Zip:	
Phone Number:		Email Address:	
Property Owner Name:		Property Owner Phone Number:	
Applicant Signature:			Date:
Property Owner Signature:			Date: