



Planning Department
Jefferson V. Murphree, AICP
Building and Planning Administrator
Town of Riverhead,
201 Howell Avenue, Riverhead, NY 11901
Murphree@townofriverheadny.gov
(631) 727-3200, ext. 239

**COVID-19: TEMPORARY OUTDOOR DINING APPLICATION
NO FEE IS REQUIRED**

(This permit will become in effect once the Governor allows restaurants to re-open)
(revised 5/29/20)

Three (3) copies of this application shall be delivered to the attention of the Building and Planning Administrator either by mail, email (PDF) or hand delivered to 201 Howell Avenue.

NAME OF BUSINESS: _____
TYPE OF BUSINESS: _____
Street Address: _____
SCTM #: _____
Hamlet: _____

APPLICANT/CONTRACT VENDEE/LESSEE		
Name: _____	Firm Name: _____	
Street Address: _____		
City: _____	State: _____	Zip Code: _____
E-MAIL: _____		Phone: _____
_____ Signature of Applicant/Contract Vendee/Lessee		
_____ Signature of Property owner if different from Applicant/Contract Vendee/Lessee		

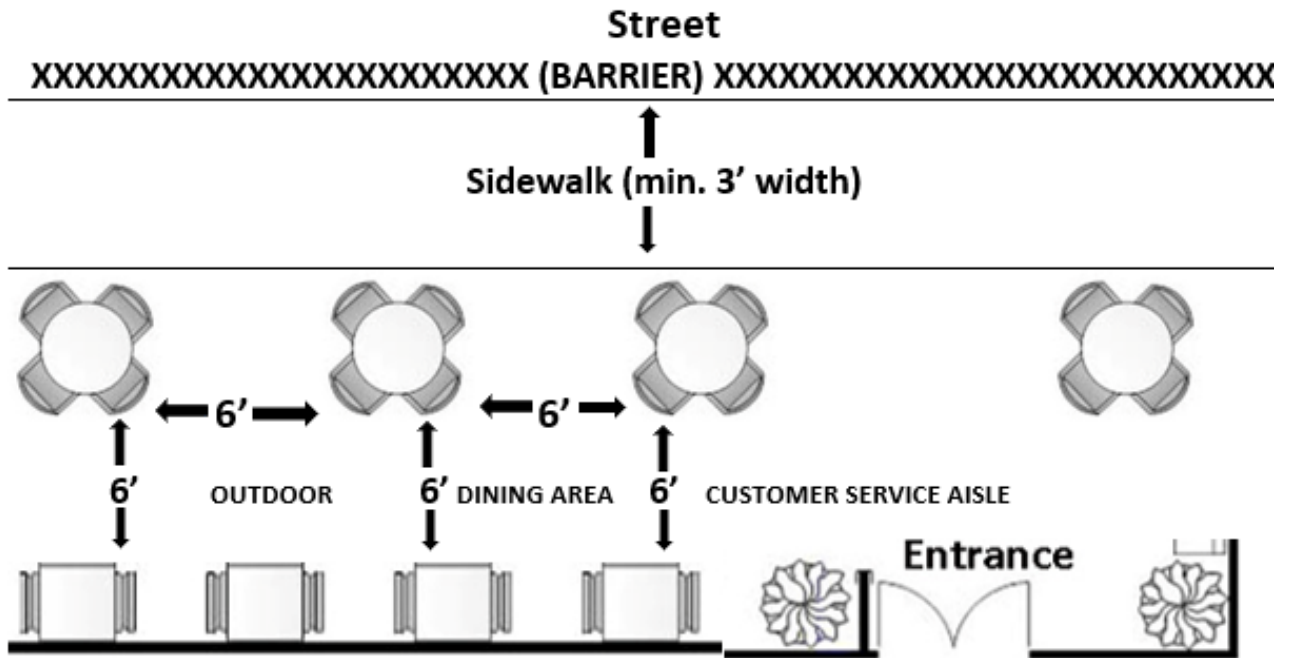
COVID-19: TEMPORARY OUTDOOR DINING APPLICATION

(revised 5/29/20)

Required Items to be submitted by applicant seeking Temporary Outdoor Dining

- 1. Submit plan showing location of proposed outdoor seating. Plan can be hand drawn on existing survey, site plan or aerial map from Google Maps/Earth, Bing, etc.
- 2. Illustrate location of outdoor seating tables and/or chairs, service/customers aisle and pathway from business to outdoor seating area (**COVID-19 outdoor seating must be spaced at least 6 feet apart between patrons - See illustration below as example for proposed outdoor seating plan**).

Outside Seating Plan – Example (24 Seats)



- 3. A site plan showing where the proposed outdoor seating is to be located must be submitted.
- 4. Submit narrative plan indicating how tables, chairs, plates, utensils will be sanitized.
- 5. Show location of hand sanitizing stations.

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Items that will be considered by Planning Department during review of Temporary Outdoor Dining Application.

- 1. Parking spaces may be used for COVID-19 outdoor seating without being penalized for loss of parking stalls, but there must be a physical barrier or separation to protect customers from vehicle traffic, such as bollards, Jersey-style barrier or substantial planter boxes. Outdoor seating cannot be located in ADA parking spaces.
- 2. COVID-19 outdoor seating must meet Fire Code standards, including points of egress, access to fire extinguishers, and tent and awning ratings, if applicable. Seating shall not block entrances, exits, fire lanes, hydrants, sprinkler connection points, drive aisles, back-up areas, pedestrian or handicapped access.
- 3. COVID social distancing accommodation areas, including generators used for said areas, shall not be within 250 feet of a structure used for residential purposes and ***shall only be utilized between the hours of 8:00 AM and 12:00 AM and shall expire on December 31, 2020.***
- 4. COVID-19 outdoor seating areas must be maintained and free of trash and other debris and trash receptacles provided. Restaurants with a liquor license must obtain approval from the state to serve alcohol in an outdoor area. Nothing herein shall permit outdoor bars.
- 5. **If a tent or canopy is to be used, a Tent Permit application is REQUIRED. Most tent companies will complete this application for applicants.**

COVID-19 ERECTION OF TENTS AND OTHER MEMBRANE STRUCTURES. Tents and other membrane structures having an area of 400 sq./ft. and greater shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the Office of Fire Prevention. **No fee required.**

- 6. DO NOT use handicap/ADA parking stalls for outdoor seating. Do not block handicap/ADA routes (path from ADA parking stalls to sidewalk curb ramps to store entrances. Do not reduce sidewalk widths to less than 36".
- 7. DO NOT remove existing natural areas or required buffers.
- 8. DO NOT BLOCK fire access lanes

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Outside Agency Approvals/Permits/Considerations

- NY FORWARD SAFETY PLAN.** Each business or entity, including those that have been designated as essential under Empire State Development's Essential Business Guidance, must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. Information is available at the following website:

https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS_BusinessReopeningSafetyPlanTemplate.pdf

A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. This plan does not need to be submitted to a state agency for approval but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State's industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: forward.ny.gov. If your industry is not included in the posted guidance but your business has been operating as essential, please refer to ESD's Essential Business Guidance and adhere to the guidelines within this Safety Plan. Please continue to regularly check the New York Forward site for guidance that is applicable to your business or certain parts of your business functions, and consult the state and federal resources listed below.

At the link below, affirm that you have read and understand your obligation to operate in accordance with this guidance:

<https://forms.ny.gov/s3/ny-forward-affirmation>

This affirmation must be submitted with the Temporary Outdoor Dining Application

- COVID-19 OUTDOOR SEATING IN FOOD ESTABLISHMENT.** All outdoor seating in food establishments must comply with the May 20, 2020 Suffolk County Department of Health Services Guidance Memorandum (copy attached). **No fee required.**

COUNTY OF SUFFOLK



STEVEN BELLONE
SUFFOLK COUNTY EXECUTIVE

DEPARTMENT OF HEALTH SERVICES

GREGSON H. PIGOTT, MD, MPH
Commissioner

May 20, 2020

GUIDANCE MEMORANDUM

OUTDOOR SEATING IN FOOD ESTABLISHMENTS

The Department of Health Services regulates the number of dining seats in food establishments, the maximum allowable number of which is indicated on a facility's operating permit. Approved indoor seating may be temporarily relocated outside of the establishment without requiring a new application or review of plans, provided the total number of seats indicated on the permit is not increased. The following conditions must also be met:

- No food preparation is permitted in exterior dining areas.
- The facility does not undergo substantial remodeling, or make significant structural changes such as adding building square footage or modifications that affect external water supply/wastewater management infrastructure.
- Relocation of dining seats must be compliant with all state and local codes.
- Relocated exterior seating is subject to all COVID-19 recovery/reopening requirements, such as social distancing and capacity reductions that are issued by the New York State Department of Health or by executive order issued by the Governor.

For further information, please contact Christopher Sortino, Chief of the Bureau of Public Health Protection, at (631) 852-5999.



Public Health
Prevent. Promote. Protect.

BUREAU OF PUBLIC HEALTH PROTECTION
360 Yaphank Avenue, Suite 2A, Yaphank, NY 11980 (631) 852-
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