



Shoreview Community Development Dept
 4600 Victoria Street North
 Shoreview, Minnesota 55126
 651-490-4600 | shoreviewmn.gov

Temporary Outdoor Customer Service Area Application

General Information

Business Name: _____

Contact Person: _____

Business Address: _____

Website: _____

Phone: _____ Email: _____

How many square feet and/or seats are in your existing outdoor area? _____

How many square feet and/or seats are in your proposed outdoor area? _____

Is your business going to be using a tent*? Yes No

**Tents over 400 square feet or a canopy (open on all sides at all times) exceeding 700 feet will require a tent permit.*

This Section To Be Completed by All Restaurants

Please read and initial each box to confirm all parties understand the standards and requirements for temporary outdoor dining areas.

Initial	Requirement
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- | | |
|-------|--|
| _____ | Total dining capacity including expanded outdoor dining area will not exceed previous restaurant dining capacity including indoor and outdoor dining. |
| _____ | No accessible (ADA) parking spaces may be converted into outdoor dining areas. |
| _____ | No portion of outdoor dining is/shall be located within any public right-of-way (sidewalks/trails, boulevard or streets). |
| _____ | Outdoor dining area is/shall be setback a minimum of 20 feet from a public right-of-way (or on private property 30 feet from the nearest travel lane), 5-feet from side and rear lot lines |
| _____ | Outdoor dining will/shall not interfere with any pedestrian walkways or impede ADA accessible routes intended for the general public. A minimum four (4) feet wide area shall remain clear on walkways for entry into the restaurant building and adjacent uses. |
| _____ | The outdoor dining will/shall be handicap (ADA) accessible and not restrict accessibility in other areas inside or outside the restaurant. |

- _____ The outdoor dining will/shall be kept in a clean and orderly manner. No food or beverages will/may be stored outdoors.
- _____ Landscaping removed or damaged by the temporary dining area will be replaced at such time as the temporary dining area is removed.
- _____ Hours of operation of an outdoor dining will/shall be restricted to the hours of operation of the restaurant's interior space. Outdoor dining area shall not operate between the hours of 1:00 a.m. and 7:00 a.m. New outdoor dining areas shall close by 10 p.m. if located within 200 feet of a residential property.
- _____ The outdoor dining will/shall comply with all noise regulations in City Code.
- _____ The outdoor dining conforms to all fire and building codes related to the number and types of exits that are required.
- _____ The applicant understands the outdoor dining area may interfere with emergency or utility access to the building (i.e. hydrants, sewer and water connections/access, electric, gas, and other utility infrastructure, etc.) and may need to be removed by the applicant if requested by the Fire Department or utility provider.
- _____ The restaurant owner and property owner (if different), understand that all temporary outdoor dining areas must be removed upon expiration of City Manager Order allowing temporary outdoor dining.
- _____ The restaurant owner and property owner (if different), understand a tent permit is required if a tent exceeding 400 square feet or a canopy (open on all sides at all times) exceeding 700 feet is proposed for the temporary dining area. For questions about a tent permit please call 651-490-4691.
- _____ The restaurant owner has the property owner's approval for the outdoor dining plans submitted with this form.

This Section To Be Completed by All Liquor License Holders

Complete this section if alcohol will be sold, served or consumed in the temporary outdoor dining area.

Initial Requirement

- _____ The temporary outdoor dining area will be completely enclosed by a fence.
- _____ The applicant certifies that all federal, state and city alcohol regulations shall apply to the temporary outdoor dining area and compliance shall be met.

Required Supporting Documentation

This information will be reviewed by City staff in a prompt manner and notification of authorization to proceed provided to the applicant upon completion of review.

- Completed forms can be e-mailed to:
Kathleen Castle, City Planner - kcastle@shoreviewmn.gov
- Sketch or site plan that depicts the location of the outdoor area. Make sure it includes:
 - Property lines
 - Existing Buildings, parking lot with parking spaces drawn in and sidewalks
 - Location of the proposed temporary outdoor customer service area. Show each parking space the area will occupy if located in the parking lot. Show remaining space available to the customers and employees.
 - If alcohol is served, where the fencing is and/or how the area will be secured with controlled access in/out.
- Alcohol license holders must also submit:
 - A certificate of liquor liability insurance indicating coverage is extended to the temporary outdoor dining area.

Signature *(Person completing this application)*

By signing below, I hereby certify the following:

- The information provided on this form correct.
- I will comply with all building code and fire code regulations and understand that violations of such codes may be grounds for revocation of my ability to install temporary outdoor dining.
- I understand the City may inspect the outdoor dining area any time to enforce compliance with the above provisions. Additionally, the City may require the temporary outdoor dining to be closed if there it is detrimental to the health, safety and welfare of the general public.
- (For alcohol license holders) I understand that this application alters the licensed premise of my alcohol license. Any violations of Federal, State or City regulations in the temporary outdoor dining area may result in civil or criminal penalties against me or my license. I further understand that liquor liability insurance must be kept in-force for the temporary outdoor dining area.

Name: _____

Date _____

Criteria To Consider

When reviewing the application, city staff will consider the following, so it is important that your site plan address them. Delays in staff review will result if some of the information is not provided.

1. How the plan meets applicable social distance guidelines.
2. Impacts to adjacent properties/uses. The use should not create a nuisance to adjacent properties and uses. Nuisances may include, but not limited to, noise, lights and odors. The seating area cannot be located on the side of a building adjacent to a residential use.
3. The seating area may not impede access or block signage/visibility to adjacent businesses.
4. The seating area cannot block visibility of pedestrians and vehicles at street and alley intersections.
5. Is the seating located on private property? It cannot impede pedestrians on public or private sidewalks.
6. Pedestrians must have a safe route that is separate from vehicles.
7. If alcohol will be served, what steps will the business owner take to contain the alcohol in the seating area.
8. The location of the tent, if applicable.
9. Illustrate the seating plan on the sidewalk. How many people can the area seat?
10. Make sure the seating area does not impede required exiting from the building.
11. Do not assume you can convert all your parking spaces. The city will expect most of your parking lot to be available to customers and employees.
12. Tents cannot have sides and must remain open to the outside.