

Outdoor Dining Application Checklist

Thanks for your interest in establishing an outdoor dining area at business in the Village of Matteson. The Village has created a simple, straightforward application process geared at expediting the time from submittal to approval. Use this checklist to ensure all required materials are included in your application to help ensure a timely review and approval process.

Application must include:

- ✓ Site plan, which includes:
 - Location of the outdoor food service area on the property
 - Outdoor dining area must not impede FD/emergency vehicle access
 - Protective devices to ensure that the patio is protected from encroachment by a vehicle shall be installed. These measures must include: decorative concrete bollards, decorative concrete planter boxes, or the equivalent. These measures shall be reviewed and approved by the Director of Community Development or his/her designee. See 159.22 (F) (3) (c) of the Zoning Ordinance for more detail.
 - The use of public sidewalks or public lands will be considered on a case-by-case basis. Please contact the Community Development Department for further information.
 - Seating
 - Dimensions of outdoor food service area
 - Entry/exit points
 - Proposed signage (including dimensions of signs)
 - Location of sanitation/washroom facilities
 - Location of trash containment and storage
- ✓ Proposed hours of operation
 - Per Village Code, outdoor dining areas must be closed no later than 10:00pm Sunday through Wednesday and 11:30pm Thursday through Saturday.
- ✓ Method of service (self-service or table service)
- ✓ Accessibility
 - The outdoor dining area shall be accessible to the disabled and shall follow any federal, state and Village laws, regulations and ordinances pertaining to accessibility and nondiscrimination.
 - Access to and from ADA parking spaces shall not be impeded.
- ✓ Additional site lighting
 - Permanent plumbing, electrical and lighting fixtures shall not be allowed or installed without appropriate permits. Any lighting shall be directed in a manner to not impair visibility on nearby streets nor shine into surrounding residences.
- ✓ Written letter from property owner or manager, if applicable
 - Restaurants within a strip mall, plaza, shopping center or other multi-tenant space shall obtain written permission from the property owner or property manager to utilize the common parking area for outdoor dining.
- ✓ Electrical needs, if applicable
 - If there are electrical needs in the outdoor dining area, inspections and approvals are required.
- ✓ Tent permit, if applicable
 - Restaurants who are planning on erecting a tent that is more than 20'x40' must also submit a tent permit.
 - Outdoor dining areas shall be open (no tents with walls), but may use awnings, umbrellas, or other coverings.

[Reverse side]

Process Guide

- Complete an Outdoor Dining Area Application and submit to the Department of Community Development with fee payment. Application can be found on the Village website (www.villageofmatteson.org) under **Community Development**.
- The economic development department will contact applicant to discuss the proposed outdoor seating area.
 - o If all required materials are included in the application, applicants should expect to be contacted by the Village within two weeks
- The community development department will schedule site review of the proposed outdoor dining area with the applicant
 - o Site review will include the Community Development Director (or designee), the Chief of the Police Department, Chief of the Fire Department, and the Village Administrator.
- Neighboring businesses and residents within 500ft of the proposed outdoor dining area will be notified via letter of the pending application.
- If proposal is deemed to pass site review, the application will be approved with signature from the Community Development Director, Chief of the Police Department, Chief of the Fire Department, and the Village Administrator.
- Upon approval, applicant must pay relevant fees. Fees can be found on the Village website (www.villageofmatteson.org) under Community Development.
- Once the fees are paid, an outdoor dining area permit is issued. Operation can begin as proposed in the approved application.

Renewal Process

Outdoor Dining Area permits expire annually on December 31st. Renewal applications must include all documents in the initial application. If any proposed modification(s) is/are in substantial compliance with and does not change the intent of the original approval, then renewal can be approved administratively by Staff. However, substantial adjustments may require site review and re-notification of neighbors.

If it is determined that the outdoor patio area has negatively impacted the surrounding properties in any way during the approved year, Staff at its discretion may require that the renewal be obtained from the Plan Commission.

Please contact the Economic Development department with any questions.