

**TEMPORARY CERTIFICATE FOR OUTDOOR DINING**

WATERTOWN, CONNECTICUT  
61 Echo Lake Road, Watertown, CT 06795  
860-945-5266

Modification for Existing Outdoor Dining Approval  
 New Outdoor Dining Approval  
*(check one)*

1. Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

2. Name of Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

3. Property Address: \_\_\_\_\_

4. **TEMPORARY APPROVAL** - Any approval granted for new outdoor dining area, or a modification to existing outdoor dining area is temporary and shall expire upon the cessation of any Executive Order prohibiting indoor dining. Certain elements of this approval such as those under the jurisdiction of the Building Official, Fire Marshal, or Health Department, may have conflicting expiration dates. It is the responsibility of the applicant to renew any lapsing permits with any such coordinating authorities in the case they expire prior to the suspension of the Executive Order limiting restaurants to outdoor dining only.

5. All information submitted with this application is true and accurate to the best of my knowledge. The applicant understands that this application is to be considered complete only when all information and documents outlined under "**Standards for review**" have been submitted. In addition, by signing below, the applicant

confirms their understanding of any terms or conditions applied to the permit if approved, particularly the expiration date. Under no circumstances shall any permit for new outdoor dining and/or modified outdoor dining extend beyond the executive order, EO 7MM, under which it was created.

Date: \_\_\_\_\_  
Signature of Applicant/Business owner

Date: \_\_\_\_\_  
Signature of Property Owner

Date: \_\_\_\_\_  
Signature of Administrator for Land Use/Zoning Enforcement Official

Date: \_\_\_\_\_  
Signature of Building Official

Date: \_\_\_\_\_  
Signature of Watertown Sanitarian

Date: \_\_\_\_\_  
Signature of Fire Marshall

Date: \_\_\_\_\_  
Signature of Acting Chief of Police

## STANDARDS FOR REVIEW

### Applications must be accompanied by the following:

A sketch or plan of the portion of the property where the proposed use will take place.

1. Applications must be made by email in order to expedite the process! Email your completed form and plan to each of the departments listed in the instructions. It is your responsibility to make sure each department is satisfied with your proposal;
2. Applications will be reviewed by the Torrington Health District, the Watertown Building Official, Fire Marshal, Land Use Department and Police Department. Please contact them before submitting this application to help avoid delays. See Contact List Below
3. The required plan must illustrate:
  - a. The location of any tables, tents, wait staff stations, waste receptacles, or any applicable furniture associated with the operation.
  - b. An outline of the maximum area, including scaled dimensions, to be used for the operation.
  - c. The path to be used by wait staff for service to and from the kitchen must be safe and obstruction free.
  - d. The survey/site plan must be drawn to scale.
4. The application must include a narrative outlining all operations including:
  - e. Implementation of safety measures, particularly where dining in active parking lots is requested.
  - f. Hours of operation.
5. In certain instances, where outdoor dining is proposed adjacent to or in parking areas there exist risks imposed on patrons from vehicular traffic. If area is lacking to provide outdoor dining service on existing patios or decks the use of a portion of the parking area may be considered. Understanding the inherent concerns of using a parking area for dining, and with due consideration to the loss of parking spaces, the following considerations must be addressed:
  - g. The plan must demonstrate that parking is adequate for the proposed outdoor seating.
  - h. A plan to ensure the safety of patrons including, but not limited to adequate protection from vehicular intrusion into the outdoor dining area.
  - i. If parking is shared, no approval may be granted to use a parking area that adversely affects another business owner.
  - j. The means by which this is accomplished must be shown on the site plan. If the means of protection is unable to stop a moving vehicle, it cannot be accepted.
  - k. Adequate emergency vehicle access must be considered for the outdoor dining area as well as nearby businesses.
6. Applications involving the use of tents must also be reviewed by the Building Official and Fire Marshal. You are urged to contact them before applying to ensure that appropriate supporting materials are included with your application submittal.

You must also submit proof that you have obtained the REOPEN CONNECTICUT badge from the State of Connecticut DECD website for restaurants outdoor only prior to use of your outdoor dining area.

<https://business.ct.gov/recovery>

7. Filing Fee: There shall be no filing fee for this application

8. Contact Information:

- l. Mark Massoud, Administrator for Land Use/ZEO, [massoud@watertownct.org](mailto:massoud@watertownct.org) or 860-945-5266
- m. Joel Skilton, Building Official, [skilton@watertownct.org](mailto:skilton@watertownct.org) or 860-945-5264
- n. Robert Smith, Watertown Sanitarian, [rsmith@tahd.org](mailto:rsmith@tahd.org) or 860-489-0436 ext. 307
- o. Kim Calabrese, Fire Marshall [calabrese@watertownct.org](mailto:calabrese@watertownct.org) @ 860945-5220
- p. Josh Bernegger, Acting Chief of Police, [jbernegger@watertownctpd.org](mailto:jbernegger@watertownctpd.org) or 860-945-5200