



**TOWN OF GLASTONBURY**  
**TEMPORARY OUTDOOR DINING REQUEST APPLICATION**

Town of Glastonbury, 2155 Main Street, Glastonbury CT, 06033

Permit # \_\_\_\_\_

\_\_\_\_ Modification to Existing Outdoor Dining Approval  
\_\_\_\_ New Outdoor Dining Approval  
(Check One)

**1. Establishment Information**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Property Address: \_\_\_\_\_ Zone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email: \_\_\_\_\_

**2. Applicant**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email: \_\_\_\_\_

**3. Contact (If different from applicant)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email: \_\_\_\_\_

**4. Property Owner**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email: \_\_\_\_\_

**5. TEMPORARY APPROVAL:** Any approval granted for new outdoor dining area, or a modification to an existing outdoor dining area is TEMPORARY and shall remain in effect for the duration of Governor Ned Lamont’s Executive Order Number 7MM, as amended or extended. Approvals for outdoor dining will be given on a case-by-case basis. Reasonable conditions may be imposed to ensure the health, safety and welfare of patrons and the community. Certain elements of this approval such as those under the jurisdiction of the Building Official, Fire Marshal, or Health Director, 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.

**6. By signing this document, the applicant attests that** 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 "**Submissions Requirements**" 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.

Applicant’s Signature: \_\_\_\_\_ Date \_\_\_\_\_

\*Owner’s Signature: \_\_\_\_\_ Date \_\_\_\_\_

\*(If unable to get live signature from the owner, please have then send an email to [planning@glastonbury-ct.gov](mailto:planning@glastonbury-ct.gov) acknowledging consent to this application)

## Submission Requirements

The purpose of this document is to give guidance on preparing outdoor dining plans for restaurants during the COVID-19 pandemic. It gives applicants an overview of elements that should be included in their preparation process for outdoor dining. These elements will help in the development of project narratives and plans for Town staff review. Staff contact information is also provided at the end of the document for additional consultation. For questions regarding the review process, please call the Office of Community Development at 860-652-7510.

To initiate the town review process for outdoor dining, please submit the following:

- A completed and signed application
- Detailed Plans for Outdoor Dining
- Project Narrative
- Upon submission of an application, it is requested that the proposed outdoor dining area be marked out or striped for inspection by town staff.

Application Submissions should be emailed to the Office of Community Development [planning@glastonbury-ct.gov](mailto:planning@glastonbury-ct.gov).

The Office of Community Development will only be accepting applications in digital format.

### Detailed plan:

A detailed plan shall include a site layout plan with outdoor dining area incorporated. Plans do not have to be engineered but should be drawn to scale. The Town Geographic Information System (GIS) maps can assist with getting a site layout plan started. In addition, the Office of Community Development may have existing plans on file that can be used. Although not required, photographs of your proposed dining area will assist Town staff review of your plan.

Your plan should include the following:

- Location of the outdoor dining area with dimensions noted.
  - Show clear designation of dining area location with entrance/exits
  - Egress locations (including ADA), should be clearly marked and unobstructed.
  - Parking spaces should be clearly marked
- Restaurant Seat count shall be identified on the plans:
  - *Identify existing approved seat count indoor and outdoor*
  - *Identify proposed outdoor seat count*
- Tables/chairs shall be shown on the plan at with a minimum of 6 feet\* between tables \*(Distance shall be measured from closest chair at one table to closest chair at another table).
- Location of trash receptacles (should be available near dining area)
- Proposed umbrellas, awnings, tents or canopies- See “Canopy and Tent” section below for additional guidance
  - *Please note: umbrellas must be properly anchored. No logos or signage on the umbrellas or awnings are permitted.*
- **If tables/chairs will be located in parking areas;**
  - Protective barriers around dining area must be present (examples: concrete blocks or jersey barriers). If dining area will be used in the evening hours, barriers must have reflective materials.
  - Parking lot circulation should be clearly marked. Turning radii for emergency vehicle access should be identified.
- **If tables/chairs will be located on sidewalks,** maintain unobstructed pathway for pedestrians and bicyclists.

- Proposed Lighting should be shown on the plans. See “Lighting and Heating” section below for additional guidance.

**At a minimum, a Project Narrative should contain the following:**

- Business hours
- Plan for inclement weather
- Alcohol service controls (Transfer of alcohol from preparation area to the patrons).
- Describe if the establishment will allow smoking or be smoke-free.
  - If smoking is allowed, tent or canopy cannot be used. Without tent or canopy, 75% of seats need to be smoke-free.
- Plan for trash disposal- frequency of emptying, overnight storage of bins.
- Describe cleaning process of dining area and associated walkways. See “Cleaning” section below for additional guidance.

**Additional Guidance**

**Accessways**

All accessways in and around dining areas, canopies and tents, should be clear of trip and fall hazards.

**Music**

Background dining music at a reasonable volume only. No live music or entertainment will be permitted.

**\*\*Tents and Canopies**

If a tent or canopy will be used, it should be properly secured to the earth with proper protection from wind upload/gusts. Fire rating should be identified. The area in and around the tent/canopy should be free of trip and fall hazards.

*\*\*Tents/Canopies over 400 square feet will need to get a permit from Building Inspection Office.*

**Cleaning**

Outdoor dining should be cleaned nightly, and more often as necessary. Parking lots and sidewalks used for dining need to be swept/washed down with soap and water daily. The Project Narrative should also describe proper method to dispose wastewater. Identify the frequency of cleaning of touchpoints throughout the establishment.

**Lighting and Heating**

Proper lighting should be provided for patrons and employees to work and walk safely.

If there are surrounding residential dwellings, lighting should project away from adjacent property owners and/or properly shielded. Temporary power connections, wiring methods and proximity of lighting sources to combustibles will be reviewed.

**Patron Queuing**

Identify in the Project Narrative how the restaurant will handle possible queuing of patrons in locations such as payment lines, restroom lines, waiting lines for service. Identify space for queuing on the plans.

**Staff Contact Information:**

Khara Dodds, Director of Planning and Land Use Services: [khara.dodds@glastonbury-ct.gov](mailto:khara.dodds@glastonbury-ct.gov)

Jonathan Mullen, Planner: [jonathan.mullen@glastonbury-ct.gov](mailto:jonathan.mullen@glastonbury-ct.gov)

Peter Carey, Building Official/Zoning Enforcement Officer: [Peter.Carey@glastonbury-ct.gov](mailto:Peter.Carey@glastonbury-ct.gov)

Daniel Pennington, Town Engineer: [daniel.pennington@glastonbury-ct.gov](mailto:daniel.pennington@glastonbury-ct.gov)

Wendy Mis, Health Director: [wendy.mis@glastonbury-ct.gov](mailto:wendy.mis@glastonbury-ct.gov)

Chris Siwy, Fire Marshal: [chris.siwy@glastonbury-ct.gov](mailto:chris.siwy@glastonbury-ct.gov)

## State of Connecticut Requirements and Guidelines

In addition to these requirements, all outdoor dining plans should be in accordance with Governor Lamont's Executive Order Number 7MM, "[Protection of Public Health and Safety During COVID 19 Pandemic and Response-Expedited Approval and Permitting for Expanded Outdoor Dining.](#)"

For additional guidance, also refer to the State of Connecticut "Reopen Connecticut" guide for "[Restaurants Outdoor Only](#)"