



Town of Berlin

Planning and Zoning Department

240 Kensington Road
Berlin, Connecticut 06037
www.town.berlin.ct.us

Date _____
Business Name _____
Address: _____

TEMPORARY CERTIFICATE FOR OUTDOOR ACTIVITIES

Including Temporary Expansions and Structures

*****BE ADVISED – Reopening is subject to ReOpen Connecticut including Self-Certify. Go to: <https://business.ct.gov/recovery>*** for more information and latest guidance.**

1. Applicant Information

Establishment Name: _____

Establishment Owner (s)*: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

Location (Address): _____

Map: _____ Block: _____ Lot: _____ Zone(s): _____ Lot Area: _____

2. Property Owner(s) Information (If Not the Applicant)

Name: _____ Principal: _____

Street Address: _____ City: _____ ST: _____ Zip: _____

Email: _____ Phone: _____

Property Owner Signature*: _____

*Letter of Authorization Required if Original Signature is Not Available

3. Describe the proposed area and how it will be used: (attach separate sheet if necessary) _____

4. Attach a copy of the site plan/plot plan of the property with the dimensioned limits of the area. If a surveyed plan is not available an accurate sketch can be substituted. The area should be adjacent to the building, with direct access when possible.

Include proposed structures, fencing, any parking or traffic flow changes that are proposed, dimensions to property lines, and label abutting uses/businesses. Indicate if the area will encroach onto another use or property (property owner authorization would be required).

5. Provide a dimensioned floorplan sketch which is to include:

Table and aisle layout with dimensions and distancing requirements of 6 feet, pathways including directional flow for foot traffic, entrance and exit locations (one-way flow wherever possible), server areas, locations for waiting, payment and restrooms and makings for 6 ft. physical distancing, pick-up and delivery locations, cleaning and sanitizer locations, signage locations.

6. **Will Temporary surfacing or structure be installed?** If so describe and indicate on the plan. Include how the structure will be secured: _____
7. **Adequate and appropriate delineation of the area and protections for patron access is required. Describe and indicate on the plan, any fencing, roping or other barriers to be installed to delineate and secure the area** _____
8. **a. Does the location have a valid liquor permit?** Please circle **YES** **NO**
b. Do you intend to serve alcoholic beverages as an accessory to food being served?
YES **NO**

Be advised bars are not currently permitted, alcohol is to be served only with food to seated customers or as otherwise allowed by Executive Order.

9. **Any lighting, heat sources, generators, electrical hookups, etc. should be described and indicated on the plan** and may require additional information to be provided to appropriate officials.
10. **Proper signage is required** including COVID19 safety signage, directional signage, floor distancing markers, sanitizing stations, restroom, entry and exit signage.
11. **Encroachment onto ROW or land of others will require Town/State or owner authorization. Additional information including proof of appropriate and adequate insurance may be required.**

Please Be Advised: In addition, it is the sole responsibility for the applicant to maintain appropriate liability insurance coverage for all uses related to their business including but not limited to the outdoor activity use.

The following officials will be reviewing your application. Compliance with all applicable laws, conditions and regulations is the responsibility of the applicant and property owner and will be enforced by appropriate official or the Police.

OFFICIAL USE ONLY

	<u>Dept. Initial</u> Staff use only
Building Official Comments:	
Fire Marshal Comments:	
Police Department Comments:	

OTHER Department Comments:	
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OUTDOOR ACTIVITY APPROVED IN ACCORDANCE WITH SUPPLIED INFORMATION AND CONDITIONS LISTED ABOVE. Zoning Official Comments: _____

Approval: _____ EXPIRATION: _____

This Approval is valid only for the duration of the COVID19 Orders or as extended by action of the Planning and Zoning Commission. All activities must be in compliance with this approval, any conditions and Executive Orders at all times. This is an evolving situation which may result in further modifications or revocation based on future COVID19 executive orders.