



OUTDOOR SEATING PERMIT APPLICATION, RULES, AND REGULATIONS

CONTACT INFORMATION		
Property/Building Owner Name:		
Property/Building Owner Email:	Phone:	
Applicant's Name (if different from above):		
Email:	Phone:	
FOOD AND/OR DRINKING ESTABLISHMENT INFORMATION		
Establishment Name:	Phone:	
Establishment Address:		
Establishment Hours:	Property Zoning:	
Will Alcohol Be Served: <input type="checkbox"/> YES <input type="checkbox"/> NO	Alcohol Service Hours:	
Briefly describe the proposed placement of sidewalk dining tables and chairs:		
OCCUPANCY, RESTROOM, AND SEATING INFORMATION		
<i>Note: The sum of sidewalk and indoor seated patrons cannot exceed a restaurant's restroom capacity per building code.</i>		
What is your current permitted indoor occupancy? _____	What is your current indoor seating count? _____	How many additional patrons do you propose to seat with sidewalk dining? _____
What will be your new total seating count? _____	How many toilet fixtures are available for patrons? (M) _____ (F) _____ (Uni) _____	

Completed applications and supporting documentation can be brought to Town Hall (101 E. Orange Street)
 If you have questions about this application please call 919.296.9473

OUTDOOR SEATING AREA REGULATIONS & REQUIREMENTS

Outdoor seating areas in the sidewalk right of way at full capacity must meet the below criteria. Please **check each box and initial** indicating your understanding and agreement to comply with the requirements listed:

- Any creation of outdoor seating areas for existing buildings must be in compliance with the most recent version of the North Carolina Building Code _____ initial
- Outdoor seating furniture and fixtures shall not obstruct exits/entrances, driveways/alleyways, hydrant, standpipes, ventilation areas, utility access, or ramps _____ initial
- Outdoor seating area furniture and fixtures (such as planters or outdoor seating area barriers) shall be constructed of high quality materials consisting of wood, metal, concrete, or natural fibers. No vinyl, plastic, or synthetic furniture or materials shall be used. The description of the proposed outdoor seating furniture and fixtures should indicate if they will be moveable or affixed in a stationary manner _____ initial
- Outdoor seating area furniture and fixtures should not obstruct egress from buildings _____ initial
- NC Alcohol Law Enforcement requirements apply to outdoor seating areas _____ initial
- Outdoor seating areas must leave a minimum of 6 feet wide clear pedestrian path on the paved sidewalk measured from the back of the curb or 4 feet wide clear pedestrian path where there is an obstruction _____ initial
- The usable area for outdoor dining on the sidewalk is directly along the building façade occupied by the food and/or drink service establishment _____ initial
- The proprietor of the food and/or drink service establishment associated with the outdoor seating area is responsible for maintaining order in the outdoor seating area at all times. All customers consuming beer, wine or other permitted alcoholic beverages at the outdoor seating area shall remain seated, and shall not stand in, or otherwise obstruct or impede pedestrian travel on the public sidewalks. Customers additionally shall not be permitted to move, re-arrange, or re-organize the outdoor seating area such that it obstructs or impedes pedestrian travel on the public sidewalks _____ initial
- The proprietor of the food and/or drink service establishment associated with the outdoor seating is responsible for the good repair and maintenance of the outdoor seating area including, but not limited to, the removal of any refuse, table scraps, and dining/glassware at close of business, and the maintenance, repair, and replacement of broken or damaged tables, chairs, umbrellas, or fixtures in the outdoor seating area _____ initial

APPLICATION CHECKLIST

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The following documentation is required to complete your application for a sidewalk dining permit. Please check each box indicating the item is included. Please do not submit incomplete applications:

- Application
- Pictures (front and both sides) of the area where sidewalk dining is proposed
- Drawing, to scale, of the seating plan indicating the following:
 - Dimensions of the full sidewalk area immediately adjacent to the food service establishment and distances to edge of curb, obstructions (street trees, light poles, etc) (see example diagram)
 - Tables and number of seats at each table
 - Any proposed barriers or fencing to enclose the seating area
- Description and picture(s) of proposed chairs, tables and any related barriers with length, width, height and material of each indicated (please review acceptable materials before submittal). Website photographs of specific products are acceptable
- Copy of general liability insurance policy certificate of insurance, which names the Town as an additional insured
- Copy of signed indemnity agreement

CERTIFICATIONS

The undersigned property owner hereby authorizes this application for outdoor dining as an extension of the business of the proprietor of the food and/or drink service establishment operating on my property.

Signature of Property Owner:

Date:

The undersigned proprietor of the food and/or drink service establishment applying for this permit hereby certifies, to the best of his/her knowledge and belief, that all information supplied with this application is true and accurate. The undersigned hereby certifies that he/she has read the Outdoor Dining Area Regulations & Requirements as well as Sec. 5-8.a. of the Hillsborough Town Code of Ordinances and will ensure compliance with these regulations and requirements or face the associated penalties.

Signature of Applicant:

Date: