



WORCESTER COUNTY, MARYLAND

COVID-19

TEMPORARY OUTDOOR SEATING PERMIT APPLICATION

Expansion of a previously approved outdoor dining or bar area, or establishment of a new outdoor dining or bar area requires a Permit Application (which can be found at the end of this document) to be approved by the Building Official, Fire Marshal's Office, Environmental Programs Official, Health Department, Board of License Commissioners (as applicable), and Zoning Official. THERE SHALL BE NO FEES ASSOCIATED WITH THIS REQUEST.

The Zoning Administrator, Kristen Tremblay, will be the point of contact for this process. Please email the completed application package to her at ktremblay@co.worcester.md.us. For any questions, please call (410) 632-1200, ext. 1131.

The permit will be valid only until December 31, 2021, or the cessation of the occupancy restrictions by the State of Maryland, whichever is earliest.

Permit Application for Outdoor Seating MUST include:

- Property owner signature/authorization.
- A site plan is required with the permit application indicating new, expansion, or tented area.
 - NOTE: If you are unable to locate a site plan, please contact the Department of Development, Review and Permitting and we will send you a copy from the County's records. In rare cases, a survey may be requested depending upon the circumstances.
- A detailed, written description of the use area to include activities to be conducted in the area, ingress and egress paths, proposed barrier details, and the type of service and/ or stations to be provided. Please see the guidance documents attached to this application packet for additional information.

NOTE: A separate permit will be required to be obtained from the Worcester County Health Department. Please contact their office at (410) 352-3234 for details.

We understand that each proposal is unique, and as such the items outlined above are a general starting point for the review, and may not be comprehensive enough to cover every situation. Please contact each department with any questions specific to their particular regulations.

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Date: _____

Address of the Subject Property: _____

I am applying for the following Seating Space application (check all that apply):

☐ **New Outdoor** ☐ **Expanded Outdoor** ☐ **Tent OR Awning Over**

- ☐ Size of Proposed Space (in square feet): _____
- ☐ Existing Space (in square feet): _____
- ☐ Size of Proposed Tent (in square feet): _____
- ☐ Proposed Date of Install: _____

Electrical Install required? Yes No

Plumbing Install required? Yes No

Restaurant or Bar/ Business Information

Restaurant or Bar / Business Name: _____

Restaurant or Bar / Business Address: _____

Point of Contact Name: _____

Point of Contact Phone: _____

Point of Contact Email: _____

Restaurant or Bar / Business Owner's Name: _____

Restaurant or Bar / Business Owner's Home Address: _____

Restaurant or Bar / Business Owner's Phone: _____

Restaurant or Bar / Business Owner's Email: _____

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Contractor Information if applicable *(if more than one, please use another sheet)*

Contractor's Name: _____

Type of Contractor: _____

General Contractor License #: _____ Expiration Date: _____

Contractor's Address: _____

Contractor's Phone: _____

Contractor's Email: _____

Shall it be determined by any County Agency, including the Board of License Commissioners, that the operation has failed to abide by the required criteria, or that it is detrimental to the health, safety and welfare of the neighborhood, Worcester County, Maryland shall have the right to alter, suspend, or revoke the right to have outdoor seating.

I understand the approval and enforcement of this permit is contingent upon meeting the required Outdoor Seating and Tent specifications above, and that Worcester County, Maryland may revoke this permit at any time for any reason, specifically if there is a failure to adhere to these guidelines. I will return my facility to its prior seating configuration when all the restrictions for the COVID-19 pandemic event are lifted.

Property Owner's Signature: _____ Date: _____

Printed Name: _____

Business Owner's Signature: _____ Date: _____

Printed Name: _____

Must follow current MARYLAND STRONG: ROADMAP TO RECOVERY and all CDC Guidelines

General Guidelines for Outdoor Seating

- Must adhere to all conditions of the Governor's most current executive order as it pertains to physical distancing, face coverings and hygiene for retail and food service establishments.
- Outdoor seating space, tents and barriers shall not block fire department access for emergency apparatus, sprinkler fire department connections, fire hydrants or knox box accessibility.
- The outdoor dining area shall be clearly delineated by railings, stanchions, or other suitable barriers and shown on the plan. No service shall be permitted outside the delineated area.
- Handicap access to and from seating to the building, restrooms and parking areas shall be shown. Must maintain a clear, marked path for pedestrians, a minimum of six feet.
- Outdoor seating or new use areas may not be located within a required yard setback, stormwater management facility, drainage area or closer than ten feet to any well.
- Outdoor seating will be limited by state restrictions on restaurant capacity, but in no instance can previously permitted seating levels for the food service facility be exceeded.
- Seating that is not used due to state capacity restrictions must be removed or roped off and restricted for public use with appropriate signage.
- Customers shall be served only when seated at tables. No standees.
- Must maintain six feet between tables as measured from the closest chair to closest chair as measured when occupied.
- Adequate on-site parking must be provided as required by the Zoning Ordinance for the size of the use area as determined by the Zoning Administrator.
- No outdoor food or beverage prep shall be permitted, nor shall a bar structure be permitted.
- No outside music or sound system shall be permitted in the temporary outdoor seating area.
- Social distancing must be maintained. No waiting queues are permitted; patrons required to make reservations or have a mobile device notification.
- Outdoor area must close the earlier of 10:00 P.M. (Sunday – Thursday) / 11:00 P.M. (Friday and Saturday) unless required to close earlier by the Board of License Commissioners.
- The plan should identify any lighting or other safety measures to be utilized during the evening hours of operation.
- Signage of customer requirements shall also be posted at each buffet table and for restrooms. Directional signage, ropes or stanchions will be required to manage the flow of customers through the buffet lines and back and forth to the restrooms to ensure proper physical distancing.
- Must contact Environmental Health Department for operational procedures, including cleaning and sanitizing.
- No portable restrooms shall be permitted.

Tent Requirements

- Tents of all sizes require completion of a permit. Tents over 400 square feet will require submission of the manufacturers flame spread certificate and anchoring requirements and a physical inspection from the Fire Marshal's Office and the Building Department prior to permit use. All tents must comply with the following:
 - No sides.
 - No heaters under the tent.
 - No cooking under the tent.
 - Electricity is permitted with an Electrical Permit and required inspection.
 - Tents shall not be located within any required yard setback, or within 20 feet of any parking of vehicles with internal combustion engines.
 - Any tent in excess of 700 square feet may not be closer than twelve (12) feet to another structure or tent.
 - No smoking, fireworks or open flames of any kind shall be permitted in any tent or shelter.
 - NO SMOKING signs shall be posted.
 - No flammable liquids or gases (this includes LP gas) shall be brought into any tent.
 - Fire extinguishers are required.
 - Tents shall have at least TWO means of egress remote from each other. Means of egress shall have suitable exit indicating signs.
 - Tents with center poles shall have them securely lashed (figure 8's) to ground driven stakes.
 - Tents shall not be erected for more than 180 consecutive days.