



Instructions for applying for Temporary Outdoor Dining/Retail

In conjunction with the Governor's COVID-19 Executive Order No. 7MM pertaining to the reopening of restaurants and retail utilizing outdoor areas, the following shall be required to obtain a permit:

The attached Application Form must be filled out and submitted to the Zoning Office with the required information included. It can be mailed to: Zoning Officer, 8 Community Ave, Plainfield, CT 06374. Or there is a drop box on the south side of the building (park side). It is located to the left of the doors in the wall, below the air conditioner. There is no application fee.

Please review and familiarize yourself with the reopening guidelines and Executive Order No. 7MM found in the links below.

<https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Sector-Rules-for-May-20-Reopen>

<https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7MM.pdf?la=en>

All businesses set to reopen must first self-certify. The link to do so is below.

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

Businesses must follow current REOPEN Connecticut Guidelines. Permits may be revoked or modified for failure to follow the REOPEN Guidelines, failure to abide by the approved permit, public disturbance, safety issues, etc. The Zoning Officer may impose conditions of approval.

Required information for Temporary Outdoor Dining/Retail Application:

1. Application Form: If the applicant is not the property owner of the area proposed to be utilized, the property owner must sign the application as well.
2. Narrative of Proposal: A description of the area, details pertaining to safety measures, details regarding the overall operations being proposed, hours of operation (limited by Order 7MM), any structures, barriers, planters, etc. being proposed.
3. Site Design plan: Details and instructions can be found on page 2 of the Application.



Application # _____

**TOWN OF PLAINFIELD
PLANNING AND ZONING DEPARTMENT
APPLICATION FOR COVID-19
TEMPORARY OUTDOOR PERMIT**

Any person seeking a COVID-19 Temporary Outdoor Permit must submit this application and any accompanying information required in the instructions page.

Name of Applicant _____
(Please Print)

Mailing Address _____

(City) (State) (Zip Code) Telephone _____

Owner of Property _____
(Please Print)

Mailing Address _____

(City) (State) (Zip Code) Telephone _____

If applicant is not the owner, indicate applicant's interest in the land _____

Map _____ Block _____ Lot _____ Zoning District _____ Acreage _____

Location of Property _____

Description of Project/Activity _____

Have you self-certified to re-open? _____

Are you connected to city sewer? _____

Applicant Certification: The information provided in this application and the accompanying material is true and accurate to the best of my knowledge. I am aware of the penalties for obtaining Permit approval through deception, inaccurate or misleading information. I hereby authorize Planning and Zoning Staff to inspect the subject property, at reasonable times, both before and after a final decision is made.

Signature of Applicant

Signature of Owner if different from the applicant

For Official Use:

Date Received: _____

Received By: _____

**TOWN OF PLAINFIELD
PLANNING AND ZONING DEPARTMENT
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Site Design

Please use a survey/site plan if you have one, or use our GIS online maps at this link:

https://hosting.tighebond.com/plainfieldct_public/##info-address

Or find the GIS on our website:

Plainfieldct.org > On-line Services > On-line Town Maps

Type the street address in the top left search bar **without** the Village (ie: 8 Community Ave). Hit enter.

Click on the correct address that drops down. This will zoom to the property. The mouse wheel will allow you to zoom in and out.

Click on Layers and scroll to the bottom. Click on Aerial Map 2016.

Click on the printer icon at the bottom left of the page.

In the window that pops up, use the mouse wheel or + - buttons to zoom to an appropriate scale to draw the plan on. You can also use the Scale box to type an exact scale (ie: 1"=20'), which will help you to create a more accurate plan. (Note: You will not see the aerial photograph in this window; only property lines.) The photo must show the important features, such as the building, parking, driveway entrance, etc. Once you have found a decent scale that shows the property and the area you wish to use, click print.

This will pop open a new print window, where you can see exactly what will be printed. Check to make sure the photo shows the areas you will need for a plan, then click the printer icon in the top right of the screen.

On your aerial photo or survey/site plan, draw to scale the area you propose to use for the activity. Draw table locations, temporary barriers (if needed), proposed planters, etc.

Please take into account safety in your proposed location, as this will need to be addressed during review/approval.

(This area for office use only)

Permit Approved: _____ Conditions? _____

Permit Denied: _____ Reasons: _____

Zoning Officer

Date