



OUTDOOR SEATING POLICY AND APPLICATION

No person or entity shall operate a restaurant in the Downtown Commercial District (C-1) which provides outdoor seating for the purpose of serving food or beverages to customers without a valid outdoor seating permit. Said permit shall be in addition to any other license required by the Village of Roscommon or any other governmental unit. An outdoor seating permit shall only be granted if the establishment is in compliance with all federal, state and local laws, rules and ordinances.

a. Standards

Outdoor seating that meets the requirements of this section shall be treated as a permitted accessory use of the restaurant or business.

All outdoor seating shall meet the following standards.

1. Seating shall not be located on a public right-of-way or a side yard abutting a residential district.
2. Any music in the outdoor seating area must comply with the Village Noise Ordinance.
3. Operation of the outdoor seating area shall be limited to such times as the main place of business is open and in no event before 6:00 A.M. or after 11:00 P.M.
4. Self-closing trash containers shall be required in the outdoor seating area.
5. The outdoor seating area must at all times meet all applicable federal, state and village laws, ordinances and regulations concerning accessibility.
6. The outdoor seating area shall not obstruct any fire exit, fire escape or other required ingress or egress.
7. Operation of the outdoor seating area shall be limited to April 1 to November 1.
8. The outdoor seating area must be located on property owned by the proprietor or leased exclusively for the purpose of a restaurant.
9. No food or beverage shall be kept or stored in the outdoor seating area.
10. Outdoor lighting must be directed downward so as to not illuminate a residential district.
11. Used dishes, utensils or food scraps may not be kept in the outdoor seating area.
12. Smoking is prohibited in the outdoor seating area.

b. Procedure

1. The applicant must complete the Application Form and return it to the Village Office with the required inspection fee.
2. The Village council shall from time to time review the amount of the inspection fee and determine the amount of the fee.
3. The Village department of Public Works and Fire Department will review the accompanying plan for safety concerns.
4. The Village Zoning Administrator will review the application to determine when the application is complete. Once determined

5. The Zoning Administrator shall inspect the final site plan of the area to ensure that it complies with the approved plan.
6. If an additional inspection is necessary, an additional fee will be charged.
7. When the permit is approved, it shall be valid as long as all required conditions have not changed in the outdoor seating area. If changes are made to the outdoor seating area a new permit shall be required.
8. This policy does not include council approved events.
9. Outdoor seating permits may be suspended or revoked by the Village Zoning Administrator for non-compliance with any federal, state, or local law, ordinance or regulation.

c. Application

The Application for an outdoor seating permit shall include all of the following:

1. Name and mailing address of the applicant.
2. A copy of a valid food license for the establishment.
3. The initial permit fee (\$50).
4. A drawing of the site indicating all the following:
 - A. Points of ingress and egress and foot traffic.
 - B. Boundary lines surrounding the outdoor seating area.
 - C. The uses of adjacent property.
 - D. The proposed location of approved tables, chairs, serving equipment, planters, fences, umbrellas and other facilities.

VILLAGE OF ROSCOMMON
OUTDOOR SEATING APPLICATION

Business Name	Building Address
Business Contact Person	Mailing Address
Email Address	
Business Phone Number	Cell
Building Owner	Owner's Address
Email Address	

Attachments:

Application Fee: \$50 New (One Time) As long as NO changes are made.

Copy of Business Food License.

Site drawing of outdoor seating area showing seating, ingress, fire exits, and trash containers.

Type of materials used for furniture, fencing, etc.

The undersigned applicant affirms that:

- A. The information submitted herein is true and accurate to the best of my (our) Knowledge.
- B. I (we) have read and understand the Standards and Procedures for Restaurant Outdoor Seating in the Village of Roscommon.
- C. I (we) understand that if this application is approved any changes, alterations or modifications to the seating area must be authorized in writing by the Village Zoning Administrator.
- D. If unauthorized changes are made I (we) understand that the Village may withdraw its approved.

Signature: _____ **Date:** _____

Signature: _____ **Date:** _____

OFFICE USE ONLY

Date Application Received: _____ Zoning Admin. Inspection: _____

Fire Chief Inspection: _____ DPW Inspection _____