



**TOWN OF DUXBURY
APPLICATION
APPROVAL FOR EXTENDED USE OF PROPERTY FOR
OUTDOOR DINING
COVID-19 EMERGENCY MEASURES**

Name of Business: _____

Address: _____

Owner Name: _____

Owner Phone: _____

Owner Email: _____

Manager Name: _____

Manager Phone: _____

Manager Email: _____

Intended Use:

☐ Dining: Outdoor food services without alcohol

☐ Dining: Outdoor food services with alcohol* Liquor license No. _____

****For establishments intending to serve alcoholic beverages, approval by the Select Board is required***

Is a temporary tent or similar structure proposed?

☐ Yes

☐ No

If Yes, describe tent or structure:

Expected days of week and hours of outdoor operation:

Daily maintenance and cleaning plan:

Plan for securing fixtures during evening and closed hours:

Required Attachments:

- **Area Plan:** Provide a neatly drawn schematic depicting the precise area of the proposed outdoor dining or retail area, the arrangement of outdoor furniture, approximate square footage of area, number of tables, number of seats, perimeter fencing, café umbrellas, outdoor heaters, and any other equipment. Areas designated for pick-up of takeout food or retail products shall also be shown. Table sets (tables including their chairs) shall be separated by at least six feet when patrons are seated. Take-out food pickup shall be a minimum of six feet from patron seating.
- **Property Control:** The applicant shall demonstrate a legal right of access to use the proposed outdoor space, either through ownership, lease or written permission of the owner. Outdoor dining may be allowed on public sidewalks, within the Town's public right of way or on any other Town-owned property, only if approved, in writing and in accordance with the terms of a license to use public property.
- **Insurance:** The Applicant shall provide a Certificate of Insurance meeting the requirements set forth in the Rules and Regulations for Outdoor Retail and Dining.
- **Permits and Approvals:** If the Applicant intends to erect any tents or structures, the applicant shall consult with the Building Department and comply with permit requirements, if any, before they are erected.
- **Acknowledgments of Rules and Regulations:** The Applicant shall acknowledge receipt of the Rules and Regulations for Outdoor Dining and its intent to be bound by and comply with all such Rules and Regulations.

I HEREBY CERTIFY UNDER THE PAINS AND PENALTIES OF PERJURY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE AND THAT I AM DULY AUTHORIZED TO ENTER INTO BINDING AGREEMENTS ON BEHALF OF THE APPLICANT.

(If different from Business owner)

Owner/Manager Signature: _____ Landlord signature: _____

Name (printed): _____ Name (printed): _____

Date: _____ Date: _____

(Please submit application and required documents to Nancy O'Connor at connor@town.duxbury.ma.us or drop off in mailbox at entrance to Town Manger's/Board of Selectmen's office)

TOWN OF DUXBURY APPROVAL BY:

Mr. René J. Read, Town Manager

Date

Town Internal Routing, with approval received as necessary:

- ☐ *Board of Selectmen*
- ☐ *Town Manager / ADA Officer*
- ☐ *Health Agent*
- ☐ *Police Chief*
- ☐ *Fire Chief*
- ☐ *Building Inspector*
- ☐ *Town Planner*