

# Temporary Outdoor Service Area Permit Application

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For Golden Valley businesses that want to reopen amidst the COVID-19 pandemic, this application serves as a request to expand existing outdoor seating areas or to establish a temporary outdoor service area for aspects of the business that typically do not occur outside the building.

Due to the potential impacts of the temporary uses, each application will be considered on a case-by-case basis. The City reserves the right to deny an application or revoke/amend an approved permit if it determines the use may pose or is posing a safety or nuisance concern to the neighbors or general public.

To initiate a request, complete and submit this application. The City will process the request as quickly as possible; however, delays will result if some of the information is not provided.

### General Information

Name of business

Property address

Contact name

Phone

Email

Alternate phone

### Answer the following questions. Write N/A if not applicable to your request.

Square feet of existing outdoor seating area:

Square feet of requested temporary outdoor service or seating area:

Proposed hours of operation:

Will a tent be used?  Yes  No

If yes, submit a Tent Permit application if the tent has walls and will exceed 400 square feet OR if the tent is open and will exceed 700 square feet.

Will the seating be located within the public right-of-way?

Yes  No

Will alcohol be served in the temporary outdoor seating area?  Yes  No

If yes, submit a Temporary Extension Of Licensed Premises For Existing Liquor License application with this form. The amended Liquor License must be approved by the City Manager before any alcohol may be sold or consumed in the temporary outdoor service area .

### Signature

By signing below, I hereby certify the following:

- The information provided on this form is true and correct.
- I will comply with all building code and fire code regulations, sign code regulations, and City noise ordinances. I understand that violations of such codes may be grounds for revocation of this permit or license.
- I have read and acknowledge the City's rules and regulations regarding temporary outdoor retail service areas.
- I have read and understand the temporary outdoor retail service areas shall be removed no later than November 30, 2020, and the City may require that they be removed sooner.
- I understand the City may inspect the outdoor retail service area any time to enforce compliance with the above provisions. Additionally, the City may require the temporary outdoor retail service area to be closed if it is detrimental to the health, safety and welfare of the general public.

Applicant signature

**X** \_\_\_\_\_

Date

Property owner signature (if different)

**X** \_\_\_\_\_

## Additional Submittal Materials

**Site Plan**

You may draw the site plan yourself, but make sure it is clear and includes dimensions. If we cannot quickly and clearly understand the site plan, the application will be delayed as we try to work it out.

Site plan must include:

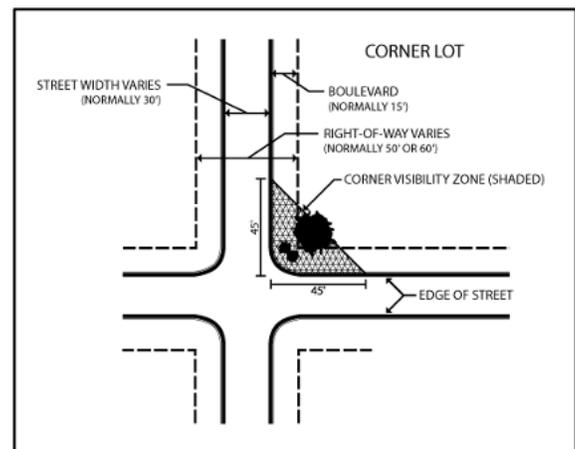
- property lines
- existing buildings, parking lot with parking spaces drawn in and numbered, and sidewalks
- location of the proposed temporary outdoor service area (show each parking space the area will occupy if located in the parking lot and remaining spaces available to the customers and employees)
- illustration, with dimensions, of how the plan will meet social distancing guidelines
- if alcohol will be served, illustration of how the temporary outdoor service area be secured so people are allowed in/out through a controlled area

**Proposal Narrative**

The City will consider the following criteria when reviewing the application, so it is important that your site plan and narrative address them. To avoid delays in review, please provide complete information.

Narrative must describe:

- how the plan meets applicable social distancing guidelines
- impacts to adjacent properties/uses (The temporary outdoor use should not create a nuisance to adjacent properties and uses. Nuisances might include, but are not limited to, noise, lights, and odors.)
- how the service area doesn't impede access or block signage/visibility to adjacent businesses
- that the service area doesn't block visibility of pedestrians and vehicles at street and alley intersections (the City will use the corner visibility triangle illustrated to the right)
- if the service area is on private property, that it doesn't impede pedestrians on public or private sidewalks
- a safe route for pedestrians that is separate from vehicles
- if alcohol will be served, what steps will the business owner will take to contain the alcohol in the service area (Include application for Temporary Extension Of Licensed Premises For Existing Liquor License and all required attachments. The City Clerk will review these materials and contact you if additional information is required. No alcohol may be sold or consumed in the Temporary Outdoor Service Area without written approval from the City Manager.)
- the location of the tent, if applicable
- the seating plan and how many people the area can seat
- how the service area does not impede required exiting from the building
- number of parking spaces converted for the seating area and number or spaces remaining for parking (the City will expect most of your parking lot to be available to customers and employees for parking)



Submit all information to the Planning Division for review and approval at [planning@goldenvalleymn.gov](mailto:planning@goldenvalleymn.gov) or (763) 593-8095.



This document is available in alternate formats upon a 72-hour request. Please call 763-593-8006 (TTY: 763-593-3968) to make a request. Examples of alternate formats may include large print, electronic, Braille, audiocassette, etc.

