



## COVID-19 Temporary Outdoor Restaurant

### Seating Permit Application

City of Platteville, Wisconsin

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#### Introduction

The Common Council has authorized the appropriate city staff to assist local food businesses to obtain necessary approvals to **temporarily** expand their outdoor seating areas. These areas may be needed to assist businesses to comply with social distancing guidelines as the local economy attempts to safely re-open and successfully recover from the COVID-19 health emergency during the summer and fall months of 2020. If the seating area is desired for **permanent or long-term use** the established municipal code standards and processes will need to be applied for. Contact Joe Carroll the Community Development Director ([carrollj@platteville.org](mailto:carrollj@platteville.org)) 608-348-9741 x 2235 for further details and guidance on those alternatives.

The Temporary Outdoor Seating Review Committee will process and review each application. The committee includes personnel from the Community Development Department, Department of Public Works, Police Department, Fire Department, as well as the City Clerk. If all necessary information is provided at the time of application the goal will be to process the application in 2 to 3 business days.

#### Temporary Use Permit Review Process/Procedure

Completed applications and submittals will be accepted electronically only (i.e. email) directed to the Community Development Director ([carrollj@platteville.org](mailto:carrollj@platteville.org)).

Applications may be denied or put on hold if all required information is not submitted in detail. Upon submittal of all required information, the request will be held within the Community Development Department.

The Temporary Outdoor Seating Review Committee will review each project and each department will approve, approve conditionally, or deny the submission in writing. If any department denies the permit the permit shall be denied in total. The Community Development Director shall inform the applicant/owner in writing of the approval, conditional approval, or denial of the permit request.

Each application will need the following to be processed and reviewed:

- 1) A Completed Application (See page 2)
- 2) A detailed site plan illustrating where the outdoor seating area will be located, number of tables, seats, etc. Additionally, it will need to demonstrate where surrounding property lines, street right-of-way, parking lot, and driveways are located (see pages 4 & 5 for guidelines and an example site plan)
- 3) Additional pictures, attachments and/or renderings that will help the committee best understand the proposal in greater detail.
- 4) Acknowledgement that this is a **temporary approval** for the remaining outdoor seating timeframe (to October 31, 2020). Hours of operation will be 4pm-10pm Monday thru Friday and 11am-10pm Saturday & Sunday. If applicant is wishing to serve beer or liquor in designated area, then a temporary outdoor bar permit needs to be submitted. Portable toilets will not be allowed in designated area.

- 5) Acknowledgement that if the temporary seating area does not comply with the required standards, the permit may be revoked.

**COVID-19 Temporary Restaurant Outdoor Seating Area  
Permit Application  
City of Platteville, WI**

Name of Business Applying:

Applicant:      Name: \_\_\_\_\_  
                      Email: \_\_\_\_\_  
                      Phone: \_\_\_\_\_  
                      Signature: \_\_\_\_\_

By signing this application, the applicant acknowledges and agrees:

1. That all the information submitted by applicant is true and correct.
2. That if a permit is granted upon this application that such permit is temporary in nature and shall expire on October 31, 2020, unless terminated earlier upon request of the applicant, or revocation by the City of Platteville.

Owner:            Name: \_\_\_\_\_  
                      Email: \_\_\_\_\_  
                      Phone: \_\_\_\_\_  
                      Signature: \_\_\_\_\_

**Site/Project Description**

Street Address and/or parcel number(s) of site: \_\_\_\_\_

Description of proposed development: \_\_\_\_\_

Number of tables: \_\_\_\_\_

Number of Seats: \_\_\_\_\_

Existing inside capacity: \_\_\_\_\_

Number of bathroom fixtures: \_\_\_\_\_

Total Current Employees: \_\_\_\_\_

Employees Added by Expansion: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**COVID-19 Temporary Outdoor Seating Area  
Permit Application Guidelines  
City of Platteville, WI**

**CLERK'S OFFICE/COMMUNITY DEVELOPMENT OFFICE**

- If a permit is obtained the Clerk & Community Development offices will keep a copy of this application verifying approval for the outdoor seating area through October 31, 2020.

**POLICE DEPARTMENT**

- You will need to establish a boundary or barrier (example: fencing, wine barrels, etc.) around the area and identify entrances.
- Identify who/which employees will be monitoring the outdoor and indoor areas.
- No noise amplification unless your establishment has an approved outdoor food garden.
- Identify if you are removing on-site parking for the seating area and how you will be providing alternative parking or shuttle service.

**FIRE DEPARTMENT & INSPECTION SERVICES**

- Occupant Load/current indoor max occupancy of the business cannot be exceeded.
- Egress paths to the building and/or exit paths out of fenced area shall be defined on the site plan.
- Specific table & seating arrangement.
- Current restrooms as well as handicap accessible parking shall be maintained.
- All outstanding fire code violations shall be cleared before permit is issued.
- No smoking signage shall be posted.
- Any temporary wiring shall meet temporary electric codes.
- Proposed tents will be reviewed by Building inspection Division to ensure building code compliance.

**HEALTH DEPARTMENT CONSIDERATIONS**

- Contact Grant County Health Department to ensure proper regulations are followed.
- Non-Alcoholic Drinks must be served from inside facility.
- Practice social distancing by placing tables at least 6 feet apart (or current rules in effect).
- Tables seat no more than 6 patrons.
- Provide social distancing signs.

**ZONING & PUBLIC WORKS**

- Your site plan will need to provide setbacks from surrounding properties (5' minimum sides & rear, 0' front, and 50', from a residential district). If your location cannot meet these setbacks the final location will be considered on a case-by-case basis by the Community Development Director.
- Trash receptacles shall be provided, and all waste shall be appropriately collected and removed.

