



**Town of Poughkeepsie**  
One Overocker Road  
Poughkeepsie, NY 12603

Planning Department  
845-485-3657  
planningdepartment@townofpoughkeepsie-ny.gov

## ***Application:***

### ***COVID-19 Temporary Outdoor Dining Facilities and Sidewalk Seating***

<b>General Information</b>	
Establishment Name:	
Business Email:	
Address:	Phone:
Point of Contact:	
Email:	Cell Phone:
Health Department Permit #:	
Hours of Operation:	
Do you wish to serve alcoholic beverages outdoors: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, see New York State Liquor Authority Guidance on Outdoor Expansion of Licensed Premises in Response to COVID-19 Outbreak – <a href="#">Click here to view.</a>	
Liquor License #:	
<b>Requested Location of Outdoor Seating</b>	
Location of outdoor seating: <input type="checkbox"/> Public Property <input type="checkbox"/> Private Property <input type="checkbox"/> Greenspace/Patio <input type="checkbox"/> Parking Lot <input type="checkbox"/> Sidewalk <input type="checkbox"/> Alley <input type="checkbox"/> Other: _____	
Are public parking lot or alley closures being requested for use: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, list the location:	
Do you wish to have a tent: <input type="checkbox"/> Yes <input type="checkbox"/> No      Dimensions:	
*If yes, a tent permit from the Building Department is required.	
Occupancy Calculation:  Legal Occupancy Limit: _____ ***Combined Indoor and Outdoor occupancy cannot exceed legal occupancy limit per the Certificate of Occupancy issued by the Building Department.	
Will an Electrical Permit for Lighting be needed? <input type="checkbox"/> Yes <input type="checkbox"/> No *If yes, an Electrical Permit from the Building Department is required.	

## Narrative Description

Describe your plan for the storage and removal of exterior trash and litter

Describe your plan for providing restrooms for patrons including ADA compliance

Describe your plan for accommodating waiting patrons

## Scale Drawing

**Indicate and label the following on the Plan:**

- Detail the proposed outdoor seating area and label the location, size and number of tables and chairs, or any items to be part of the outdoor seating and location of unobstructed space permitting free passage of pedestrian traffic around and through the outdoor seating area. In outdoor spaces, all tables with seats must be at least 6 ft. from any other table, seat, patron, or pedestrian thoroughfare or corridor.
- Detail vehicular access: entrances, exits, and vehicular flow must be labeled. Indicate accessible parking, curbside pick-up area, and delivery vehicle locations. Depending on your location you may also want to provide parking for patrons.
- Detail the location of trees, fire hydrants, utility poles, street light poles, parking meters, bus shelters, trash receptacles and any other obstructions or other permanent street fixtures, either existing or proposed, within the outdoor seating area.
- Include any doors leading from the establishment or abutting buildings.
- Detail barricade type and placement, if applicable.
- Detail location of tent, if applicable.
- **If there are questions or special circumstances, please contact the Town of Poughkeepsie Planning Department at 845-485-3657.**

## Required Documents

\_\_\_ Application

\_\_\_ Narrative Description

\_\_\_ Scale Drawing

\_\_\_ Proof of landlord permission for outdoor seating

\_\_\_ Certificate of Insurance for use of public property for outdoor seating (if applicable)

## Requirements

- Building and Fire Code requirements remain in effect for such uses and any proposed cover or weather protection may require permits from the Building Department.
- Combined Indoor and Outdoor occupancy cannot exceed legal occupancy limit per the Certificate of Occupancy issued by the Town of Poughkeepsie Building Department.
- Outdoor seating must be separated from vehicles and an acceptable barrier must be provided.
- The outside time limits of permitted operations shall be 7:00 a.m. to 11:00 p.m., provided that the Director of Municipal Development may determine that more compressed hours are necessary to avoid neighborhood disturbance.
- Establishments with temporary outside dining and sidewalk seating are subject to and responsible for compliance with all other local, County, State and Federal codes, laws, rules, regulations, and Executive Orders and Guidance, including but not limited to those of the Governor, the New York State Liquor Authority, the Dutchess County Department of Behavioral and Community Health, and the New York State Department of State.

[\\*\\*All outdoor seating must be in compliance with NYS guidelines for Outdoor and Take-Out/Delivery Food Services. – Click here to view.](#)

## Signature and Hold Harmless Agreement

Applicant agrees to defend, indemnify and hold the Town, its officers, agents and employees harmless from and against any and all expense, loss, cost, damage, judgments, suits and actions for death or injury to persons or damage to property brought against them arising out of or relating to Applicant's maintenance of temporary outdoor dining or sidewalk seating facilities.

Applicant acknowledges that the operation of the outdoor seating area will comply with all **New York State Building Code and Town of Poughkeepsie Code.**

Applicant certifies that all information is accurate and correct.

Applicant agrees to allow Town staff to inspect outdoor seating at any time and will comply with updates as required.

Owner Name:

Phone:

Signature of Owner or Authorized Agent: