



OUTDOOR DINING SUBMITTAL PROCESS

The intent of this document is to provide a streamlined process for submittal of applications, Town review, and issuance of a Fire Department Operational Permit for outdoor dining areas as needed by dining establishments recovering from the impacts of COVID-19 closure requirements. Please note that these outdoor dining areas shall supplement the loss of interior seating, and under no conditions shall the total interior and exterior occupant loads exceed the approved interior occupant load.

- For outdoor seating proposed on private parking areas, a Temporary Use Permit may be issued.
- For outdoor seating proposed within public rights of way, such as sidewalk or street parking areas, a Revocable ROW Encroachment agreement may also be issued.

To apply for an **Outdoor Dining Permit - Temporary Use**, visit CRgov.com/OutdoorDining. The Town will waive the fee for these requests, normally \$250, through the end of 2020 due to the COVID-19 recovery period.

- The point of contact is Tammy King, zoning manager, tking@CRgov.com or 720-733-3557.

Submittal requirements:

- Sketch depicting the area(s) proposed for outdoor dining
- Approximate table, canopy or tent locations
- Location of additional seating areas
- Information on size, number of canopies or tents, if being used
- Description of any lighting proposed for use and how power will be provided
- Summary of proposed changes to parking areas – please note the location of any handicap (ADA) parking areas
- Confirm if alcohol will be part of the outside dining area services
- A brief narrative of how the outside seating will benefit the business recovery and how operations will be completed, to include business hours

Reviews for Outdoor Dining Permits will be expedited, and at no time exceeding seven days. The Town's goal is to complete these in half that time. Reviews are completed by Zoning, the Fire Department and Planning. The Town Clerk will also review if liquor license adjustments are needed. The more complete the initial submittal package is, the quicker the review can be processed.

All approvals are good through Sept. 12, 2020, contingent upon indoor occupancy being limited. If guidance changes and full indoor occupancy is allowed, this Outdoor Dining Permit is no longer allowed. If indoor dining is still limited past Sept. 12, 2020, this date can be extended.

For outdoor seating proposed in the right of way – either sidewalk areas or parking stalls (anticipate this only in Downtown locations) – a Right of Way Encroachment agreement may also be issued.

The Town will waive the fee for these agreements, normally \$25, through the end of 2020 due to the COVID-19 recovery period.



Additional submittal requirements if proposing seating on sidewalks or in public parking stalls:

- Applicant must confirm if they are requesting a patio or placement of tables and chairs
- Information on how the area will be made accessible for ADA purposes if not using a patio
- Proof of General Liability Insurance for not less than \$1 million, with "Town of Castle Rock" listed as an additional insured

Helpful information

CANOPIES AND TENTS USED FOR OUTDOOR DINING AREAS

Umbrellas and small popup canopies (tents) are acceptable; however, the placement must be in accordance with the Fire and Life Safety Codes. Placement will be inspected by the Fire Department and in all cases, the owner will need to address wind concerns for proper anchoring of the canopies or tents. The specifics for anchoring will be provided at the time of the Fire Department's review of the permit.

The following general guidelines apply to tents:

Under 400 square feet

- Tents under 400 square feet, or combined in area less than 400 square feet, do not need a separate fire permit but will require a review for placement and safety.
- The spacing of smaller canopies (tents) will be required to be a minimum of 1 foot apart. Placement will also depend upon the seating in the canopy in order to achieve suggested social distancing guidelines.
- The Fire Department may require additional separation to reduce combustible areas if needed.

Over 400 square feet

- The Fire Department will provide typical event tent review as part of the TUP.

ADDITIONAL CONSIDERATIONS

- The applicant is responsible for maintaining an accessible (ADA) path for patrons through all dining areas, as well as to restroom facilities in the building.
- Sidewalks must have a 3-foot-wide accessible path, free of street poles, trees and other obstructions.
- The Town recommends existing handicap parking in private lots be maintained and usable if possible.
- Existing Town-provided handicap parking within the right of way must be kept open and available for use by the public.
- All approvals are good through Sept. 12, 2020, contingent upon indoor occupancy being limited. If guidance changes and full indoor occupancy is allowed, this Outdoor Dining Permit is no longer allowed. If indoor dining is still limited past Sept 12, 2020, this date can be extended.