

BOROUGH OF TENAFLY
APPLICATION FOR OUTDOOR SEATING

A. Applicant

Name of Applicant _____

Address _____

Telephone No. _____

B. Location of Property

Address _____

Block _____ Lot _____ Zone _____

C. Property Owner (If different than Applicant)

Name of Property Owner _____

Address _____

Telephone No. _____

D. Layout Plan

Submit three (3) copies of a proposed layout plan drawn to scale including the following:

- (a) Show location of proposed tables and chairs or other furnishings to be located outdoors. Include color, number, style or type, and size.
- (b) Show location of any doors leading from the business establishment to the outdoor seating area.
- (c) Show location of the place within the business establishment where any food or drink is intended to be prepared, sold and consumed.
- (d) Show unobstructed space of at least five (5) feet permitting free passage of pedestrian traffic around or through the outdoor seating area.
- (e) Show locations of any and all fire hydrants, utility poles, benches, handicap ramps, street or other furniture, planters, trees, and any other fixtures permanently located on the sidewalk in front of the business establishment or within ten (10) feet on either or any side.
- (f) Show location where tables and chairs will be stored overnight.

E. Description of Outdoor Seating Area

Attach a narrative describing the purpose of the proposed outdoor seating area including the types of food and beverages which will be served or consumed, whether table service will be provided, etc.

F. Hours of Business

Indicate below the days of week and hours of operation of the outdoor seating area. If seasonal, so state. _____

G. Certificate of Insurance & Hold Harmless Statement

Submit proof of commercial general liability insurance coverage with limits of at least \$ 1,000,000 per occurrence bodily injury and property damage, and naming the Borough of Tenafly, its agents, officers, servants, representatives, and employees as additional insureds with respect to the operation and maintenance of the outdoor seating. Submit a statement in a form satisfactory to the Borough agreeing to indemnify and hold harmless the Borough of Tenafly. Certificate of Insurance must be submitted prior to issuance of permit.

H. Permit Fee

Submit a permit fee in the amount of \$ 50.00 in cash or check made payable to "Treasurer, Borough of Tenafly."

I. Consent of Property Owner

The undersigned hereby certifies that he or she is the owner of the property which is affected by this application and hereby consents to this application.

Signature of Property Owner

Date

J. Certification of Applicant

The undersigned hereby certifies that the information provided herein is true and complete to the best of my knowledge. The undersigned hereby acknowledges that he/she has read the "Outdoor Seating Rules and Regulations" and agrees to comply with said rules and regulations.

Signature of Applicant

Date

K. FOR BOROUGH USE ONLY

APPLICATION CHECK LIST

- Layout plan (3 copies) submitted
- Narrative describing outdoor seating area
- Hours of business
- Certificate of insurance; coverage period from _____ to _____
- Hold harmless statement
- Permit fee: Amount \$ _____ Check No. _____ Date Paid _____
- Consent of property owner
- Applicant certification

APPLICATION DEEMED COMPLETE

By: _____ Date _____

APPLICATION DEEMED INCOMPLETE

REASONS: _____

By: _____ Date _____

REVIEW BY CONSTRUCTION OFFICIAL

- Application conforms to requirements of Ordinance No. 98-17 and Zoning Ordinance of the Borough of Tenafly.
- Application does not comply for the following reasons: _____

By: _____ Date _____

REVIEW BY MAYOR & COUNCIL

- Review by Mayor & Council; Date of meeting _____
- Approved Approved with exceptions noted
- Denied
- Public Hearing Date (if applicable) _____
- Permit issued; Permit No. _____ Date _____

BOROUGH OF TENAFLY
OUTDOOR SEATING RULES & REGULATIONS

1. No permit shall be issued unless the applicant shall demonstrate that a minimum of five (5) feet of unobstructed paved surface will be available for pedestrian traffic around and through the outdoor seating area measured from the perimeter of the proposed outdoor seating to the curb of the street, and that such outdoor seating be directly in front of the applicant's retail food establishment.
2. No vending machines of any kind are permitted on the exterior of any building where outdoor seating has been permitted.
3. No signs shall be permitted in the area of the outdoor seating. Tables, chairs, and outdoor umbrellas shall not contain any lettering, logo, or advertising.
4. No tables, chairs or other equipment used in outdoor seating shall be attached, chained or in any manner affixed to any tree, post, sign, curb or sidewalk, or property of the Borough of Tenafly within or near the outdoor seating area.
5. No outdoor seating area shall be open for business prior to 6:00 a.m. and shall not remain open for business after 12:00 p.m. Monday through Thursday or after 12:30 a.m. Friday through Sunday. Any business with outdoor seating located within a building or contiguous to a building containing a residential use shall not remain open for business after 11:00 p.m.
6. Any table service provided within the approved outdoor seating area shall be provided by persons employed by the permittee for that purpose and shall be furnished to seated patrons only.
7. The sale, service and/or consumption of alcoholic beverages shall not be permitted at outdoor seating areas.
8. Each permittee is responsible for keeping the area of the outdoor seating and the adjacent sidewalks and streets free and clear of any debris or litter. Areas must be cleaned as needed and at the time that business is closed and at the beginning of each business day, but not later than 9:00 a.m. Within thirty (30) minutes after the closing of the business, the permittee shall cause to have removed from the sidewalk or other outdoor seating area all tables, chairs, umbrellas, and any other material or items used in connection with the outdoor seating. All such materials and items shall be stored in a safe and secure location approved by the Borough.
9. Exceptions to these rules and regulations may only be granted by the Mayor and Borough Council after a public hearing which shall be conducted with notice to adjacent property owners.

BOROUGH OF TENEFLY
HOLD HARMLESS STATEMENT
OUTDOOR SEATING

The undersigned _____

Hereby agrees to indemnify and hold harmless the Borough of Tenafly, its agents, servants, representatives or employees from any and all claims, damages, judgment costs or expenses, including attorney fees, which they or any of them may occur or be required to pay because of any personal injury, including death, or property damage suffered by anyone in any way to the operation and maintenance of the outdoor seating area for which the permit is issued.

Signature of Business Owner

Business Name/Address

Date