



TOWN OF NORTHWOOD, NEW HAMPSHIRE

818 First New Hampshire Turnpike, Northwood NH 03261
(603)942-5586 Ext. 205 Facsimile: (603)942-9107

Application for Temporary Outdoor Dining or Display

Please send completed applications to Charles Smart, Interim Building Inspector and Code Enforcement Officer at csmart@town.northwood.nh.us or submit a hard copy to the drop box at Town Hall or via mail at the address above. Due to Town physical distancing policies, we anticipate that email submission will result in the fastest approval time.

Please complete the following application and submit it to the Town via one of the three methods described above. Please refer to the Town of Northwood's "Temporary Policy Regarding Compliance with Existing Site Plans During Covid-19" for further details.

Address of proposed Outdoor Dining or Display Area ("Area"): _____

Assessor's Map: _____ Lot: _____

Applicant: _____

Address (Street/City/State/Zip): _____

Phone number(s): _____

Email: _____

Property Owner: _____

Address (Street/City/State/Zip): _____

Phone number(s): _____

Please check the following boxes as items are provided.

____ A plan or illustration of the area to be converted for outdoor dining. Hand drawn plans or drawn alterations to an existing site plan or aerial imagery (e.g. printouts from the Town's online GIS) will be accepted provided they are legible, at least 8.5 in. X 11 in. in size, and contain the following information

- Are drawn generally to scale and/or label important dimensions
- Show and clearly label the proposed dining/display area in relation to existing structures, parking, circulation areas, or other important site features. Dining area may be depicted as an outline or "envelope", provided number and spacing of proposed tables is described elsewhere
- Show and label any other proposed features necessary to operate the proposed dining/display area (e.g. fencing or barriers to separate dining/display area from parking and circulation, temporary awning for storage of table/chairs when not in use, etc.)

_____ A written description of how the proposed dining or display area will be operated, including discussion of anticipated levels of activity, hours of operation, and adequacy of existing parking and circulation on site to accommodate proposed activities.

_____ Plans and written description comply with the following minimum standards for operation:

- Dining or merchandise display shall not occur in required setback areas
- All proposals for a permit under this Temporary Policy should contain sufficient information to show that the applicant has made adequate provision for parking and circulation of anticipated vehicles, and that anticipated traffic and parking will not pose a threat to public health, safety, or general welfare or cause vehicles to be parked in or back up into a public right-of-way. Consideration for waiving existing parking requirements will be given on a case-by-case basis provided proposed parking can be shown to operate in a safe and suitable manner and that no parking or backing up of vehicles into the public right-of-way will occur.
- Outdoor dining or display areas that are located within 20 feet of a parking or vehicle circulation area must install some combination of physical and/or visual barriers to ensure the safety of employees and patrons, especially if such parking or circulation areas are to be converted for dining or display. The Town denies all liability for any accident or injury that may occur as a result of outdoor dining and display areas, and businesses are advised to consult their insurance companies to ensure that such activities will be covered by existing policies.

_____ Copy of license from New Hampshire Liquor Commission, if applicant intends to serve alcohol. You will need to contact the State of NH Liquor Commission via email to let them know you will be “serving alcohol and food outdoors in compliance with the Governor’s Orders”. Email: reopen@liquor.nh.gov you should receive an automatic response, please keep that email and send in with your application.

I/We _____ (owner/s) of

_____ business name) will abide by the Town of Northwood’s “Temporary Policy Regarding Compliance with Existing Site Plans During Covid-19” and the most recent Governor’s Order set forth by the State of NH regarding business operations, outdoor dining, and/or required physical distancing procedures. I/We understand the failure to do so could result in the revocation of my temporary outdoor dining approval. I/We agree to a final inspection of the proposed dining area if deemed necessary for final approval of this permit.

All restaurants will continue to follow the 2017 food code regulations.

The Town Staff will not review incomplete applications. The undersigned attests that the supplied information is accurate and complete and requests that Town staff proceed with processing this application under the requirements of the “Temporary Policy Regarding Compliance with Existing Site Plans During Covid-19”.

Applicant Signature

Applicant Signature

Date

Date

****OFFICE USE ONLY****

THIS PERMIT IS _____ ISSUED with the following conditions: _____ DENIED for the following reason(s):

_____ Reviewed by Fire Chief _____ Reviewed by Police Chief

Approved By: _____ Date: _____

Charles Smart, Interim Building Inspector
Cc: Police Chief Drolet; Fire Chief Tetreault

Once issued, a permit for outdoor dining or display shall be valid for the remainder of the calendar year in which it is issued. If this Temporary Policy remains in effect beyond 2020, a new application will need to be filed in subsequent calendar years.

If changes to federal, state, or local policies regarding physical distancing require a business to alter the design or operation of an outdoor dining or display area after issuance of a permit by the Town, that amendment may take place as a “permit by notification”. The business shall submit an updated description and/or plan of the proposed area as necessary prior to making any alterations and may proceed with such alterations unless contacted by Town staff to indicate that more detailed review is required.

All temporary permits issued under this Temporary Policy will expire upon termination of this Temporary Policy by the Board of Selectmen. At that time all business operations shall revert to those permitted by the current approved site plan, or an application for an amended site plan shall be filed with the Planning Board.