



Borough of Haddonfield

Outdoor Eating Facility Permit

PLEASE COMPLETE ENTIRE PACKET

Insurance form is required for all permits!

An application is required **PRIOR** to operating an Outdoor Eating Facility in the Borough of Haddonfield

CHECK ONE:

RENEWAL OF PREVIOUSLY APPROVED OUTDOOR EATING FACILITY PERMIT FEE: \$25.00

NEW APPLICATION OR RENEWAL WITH PROPOSED CHANGES FEE: \$50.00

SECTION 1 PROPERTY DATA:

(A)	SUBJECT PROPERTY'S ADDRESS	_____
(B)	SUBJECT PROPERTY'S BLOCK	_____ LOT: _____
(C)	OWNER OF SUBJECT PROPERTY	_____
(D)	PROPERTY-OWNER'S ADDRESS	_____ _____
<u>SECTION 2 – PROPERTY – OWNER'S AUTHORIZATION:</u>		
I hereby certify that I am (the Agent of) the Owner of Record of the Subject Property and that I am authorized to make this Application.		
_____		_____
<i>Property-Owner's Signature</i>		<i>Date</i>

SECTION 3 BUSINESS DATA:

(A)	FULL NAME OF BUSINESS	_____
(B)	BUSINESS-OWNERS NAME:	_____
(C)	BUSINESS OWNERS ADDRESS:	_____
(D)	BUSINESS OWNER'S TELEPHONE NO.:	_____
(E)	BUSINESS OWNER'S FAX NO.:	_____
(F)	BUSINESS-OWNERS	EMAIL ADDRESS _____
(G)	BUSINESS-OWNERS	WEB-SITE _____

<u>SECTION 4 – BUSINESS – OWNER'S AUTHORIZATION:</u>	
- I hereby certify that I am (the Agent of) the Owner of the Business / Proposed Outdoor Eating Facility and that I am authorized to make this Application.	
- I acknowledge that I have read, understand, and will comply with all of the conditions of the Borough of Haddonfield Outdoor Eating Facility Permit program.	
_____	_____
<i>Business Owner's Signature</i>	<i>Date</i>

I. **READ THE OUTDOOR EATING FACILITY ORDINANCE (Ch. 151) AND DESIGN GUIDELINES BELOW AND INITIAL OR CHECK EACH BOX TO ENSURE YOUR APPLICATION IS ACCURATE AND COMPLETE.**

II. For NEW application submission, bring **five (5)** copies of the following items to the Construction Office, Rm 104 in Borough Hall. Application will be considered incomplete without the necessary copies.

For RENEWAL application submission (no substantial changes to your previously approved application), bring **one (1)** copy of the following items, to the Construction Office, Rm 104 in Borough Hall.

Application form: Signed Outdoor Eating Facility Permit Application (by Business Owner & Property Owner)

Detailed Site Plan. The Site plan must be to scale and not exceed 11' x 17' and include the following items:

- Existing façade and immediately adjacent businesses (property lines must be shown; include survey of subject property if available)
- Sidewalk width (building face to curb edge)
- Proposed configuration and dimensions of tables, chairs, planters, and umbrellas (minimum 6'8" clearance under umbrellas required).
- Sidewalk elements and distance measures to edge of dining area, (sidewalk elements include but are not limited to: tree wells, lamp posts, fire hydrants, signs, parking meters, light poles, trash receptacles and any other streetscape element) – a straight and continuous four (4) feet of sidewalk is required to be maintained at all times.
- No outside furniture or other items shall be located within three (3) feet of the curb line.
- Location of any Fire Department Connections (FDC) on building face
- Location of bus stops
- Restaurant name and address
- By displaying merchandise, Applicant forfeits their right to operate an Outdoor Eating Facility

Furniture Details: Photos and dimensions of proposed furniture, including tables, umbrellas (minimum 6'8" clearance under umbrellas required), chairs, planters, and any other elements being proposed to be located on the sidewalk. Logos, words, signs or symbols may not be visible on any furniture or other outdoor items.

Operational Plan: Details of the operational plan for serving of food and drinks, for cleaning any accumulation of trash, garbage and/or litter; for ensuring that pedestrian traffic will not be impaired; and for removing all tables, chairs, storage items, and other items which must be removed when the business closes each day.

Signs: No signs are to be displayed in the Outdoor Eating area except those with a valid Outdoor Marketing Graphic Display Permit.

Photos: Photos of proposed outdoor dining area and building façade.

Certificate of Insurance: Certificate of liability insurance covering outdoor operations (with the Borough of Haddonfield listed as a certificate holder with minimum \$1,000,000 coverage)

III. **Renewal**

1. An Application is required **PRIOR** to operating an Outdoor Eating Facility.
2. Permits are only valid for the year in which they are applied for. The best time to renew a permit is at the start of a new year but a business may wait until the permit is needed.

