



City of Attleboro Outdoor Table Service Expansion Application

On June 1, 2020 Governor Charlie Baker issued an order allowing for the reopening of dining establishments for outdoor table service only. Indoor service will remain prohibited until further guidance from the Governor. This application allows for the approval of expanded premises effective through November 1, 2020 or until the Order is rescinded, whichever is sooner, after which time the allowable premises revert to your original licensed premises. All applications shall be submitted to the Mayor's Office of Economic Development. No establishment shall operate outdoor table service without an approved Outdoor Table Expansion Application which must be kept on premises and available for inspection.

Business Name: _____

ABCC License Number (if applicable): _____

Business Address: _____

Business Phone Number: _____

Contact Name (if applicable, name on ABCC license): _____

Contact Phone Number: _____ Contact Email: _____

Do you own or rent the business premises? Rent Own

Days and Hours of Operation:

Day	Open	Close	Open (if needed)	Close (if needed)
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Dimensions of desired expansion area: _____

Maximum occupancy of desired expansion area: _____

Seating capacity of desired expansion area: _____

Number of tables: _____ Number of chairs: _____

Will a tent or canopy be installed? Yes No

If yes, provide the dimensions of the tent or canopy: _____

Will food be consumed in the expansion area? Yes No

Please describe enclosure of the expansion space (rope, fence, or other means):

Expansion area must be contiguous to the licensee's premises and observable via (please check one):

- A clear view of the area from inside the premises, or
- The licensee may commit to providing management personnel dedicated to the area

Will the expansion cause any significant increase in noise to neighboring uses? Yes No

Will the expansion require building modifications or new construction? Yes No

Applicant Signature

Date

Approval of Expansion Plan

Building Department – premises meet requirements for expansion

Signature: _____ Date: _____

Comments: _____

Health Department – premises meet requirements for expansion

Signature: _____ Date: _____

Comments: _____

Fire Department – premises meet requirements for expansion

Signature: _____ Date: _____

Comments: _____

Police Department – premises meet requirements for expansion

Signature: _____ Date: _____

Comments: _____

Liquor Licensing Board – approval of expansion of premises

Signature: _____ Date: _____

Signature: _____ Date: _____

Comments: _____

Required Attachments

Businesses seeking an expansion of outdoor dining premises must submit the following items as required by City of Attleboro departments:

- A drawing or rendering to illustrate the expansion area with an accompanying narrative explaining the expansion and all precautions taken to ensure full compliance with applicable health and safety standards.
- A plan to address inclement weather, such as rain or wind.
- A plan must be in place to address potential rodent/insect harborage and food sources. A Licensed Pest Control Company contract is required.
- For expansion onto sidewalks, a plan of the seating area showing the clear path dimensions on the sidewalk, the placement of the tables and chairs, and the accessible route to the bathrooms and parking area.
- For expansion onto any public property, including a sidewalk, a license and indemnity agreement must be executed with the City prior to providing Outdoor restaurant Dining Services.
- For expansion onto private property, a plan of the seating area showing the relation to the restaurant, the barriers used to distinguish the seating area, the location of vehicle parking and travel routes, and the location and number of parking spots still available for the patrons (including handicapped). Include the accessible route to the bathrooms and to the parking area.
- For expansion onto private property, proof that the Applicant has been authorized by the property owner to occupy the planned expansion area (i.e. lease, signed agreement, proof of ownership).

Further considerations for the expansion narrative:

- If the designated sitting area is to be blocked (i.e. parking lot, etc.) what material or physical barriers are going to be used? Bollards? Fence? Caution type? Cones? Saw-horses? How visible is the material? How well lighted is the parking lot at night?
- Tables and chairs, if not sturdy and able to resist the elements shall be returned to the interior of the restaurant nightly or secured properly. No additional seating shall be incorporated into the daily operation.
- All activities must comply with the Governor's COVID 19 orders regarding operational procedures and social distancing. All applicants should refer to mass.gov for up to date information.
- All trash barrels shall be kept in the building and/or returned to the interior of the restaurant nightly. All trash barrels must be emptied and stored in secure, rodent proof receptacles until properly removed from site. All actions must be taken to prevent trash from becoming windblown or stockpiled.
- High Quality disposable plastic plates, throw away condiment packets and single use utensils are recommended, but not required if they may be washed/rinsed/sanitized properly per requirements of Food Code.
- No food preparation of any kind shall be done outside. All food preparation shall continue to be done in the existing "kitchen" area. No outside food storage is allowed.
- Outside dining area shall be swept and cleaned thoroughly nightly and on a continuing basis as appropriate.

- Tables and chairs shall be cleaned and sanitized after each use. No food or beverage containers shall be reused or refilled.
- Restaurant must be in Good standing with the Attleboro Health Department Office (i.e. no outstanding sanitary issues). Compliance with the Food Code for all operations is still required.
- Disclaimer: The above items are meant to be a simplified set of guidelines to help aid the City's restaurants in this transition time. Procedures are subject to change if warranted.

Contact Information

Mayor's Office – General Inquiries and Status Reports

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