

Town of Hampton



**TOWN OF HAMPTON PLANNING BOARD
TEMPORARY TRANSITIONAL OUTDOOR DINING PERMIT APPLICATION
FOR PRIVATE PROPERTY**

The purpose of this Temporary Transitional Outdoor Dining Permit application is to provide existing food service establishments with an expeditious opportunity to offer temporary outdoor dining to customers due to continued impacts from the COVID-19 pandemic. Through the direction of the Planning Board, the Town of Hampton anticipates utilizing this application during the 2022 and 2023 calendar years. Any approvals granted during said years shall only be valid until December 31st of that year. Requests for outdoor entertainment shall be directed to the Board of Selectmen for consideration. This application is only for temporary outdoor dining purposes, and only applies to privately-owned property.

(Note: All proposed permanent outdoor dining areas shall be subject to the Planning Board's Site Plan Review process and require a different application).

NAME OF APPLICANT _____

NAME OF ESTABLISHMENT _____

ADDRESS OF ESTABLISHMENT _____

APPLICANT PHONE: _____ EMAIL: _____

Restaurant Owner/Operator (if different from applicant): _____

Restaurant Owner/Operator Phone: _____ Email: _____

Owner of Record and address (if different from applicant): _____

Map # _____ Lot # _____ Zoning District(s): _____

Will the temporary outdoor dining area be covered? YES _____ NO _____

If yes, please explain _____

If the temporary outdoor dining area is proposed to be placed over existing parking spaces and/or drive aisles, please explain how the site will function safely and efficiently (including adequate on-site parking and space for the maneuvering of motor vehicles).

Current indoor seating capacity _____ Proposed outdoor seating capacity _____

Does this establishment hold an Alcoholic Beverage license: YES ___ NO ___ N/A ___

Note: Outdoor service of alcoholic beverages requires the approval of the NH Liquor Commission.

Will there be outdoor entertainment: YES _____ NO _____

If yes, please contact the Town Manager's Office for more information regarding any procedural requirements of the Board of Selectmen.

Are there any proposed water/drain connections to serve the outdoor area? YES ___ NO ___

If yes, please explain where/how it will be connected and the purpose. _____

Please provide any additional information about your proposal that would be useful for the Town's review and consideration: _____

Town of Hampton



Process

1. Applications for a Temporary Transitional Outdoor Dining Permit shall be submitted to the Planning Office, together with all required supplemental information.
2. The Fire Department, Department of Public Works, Building Department, and Planning Office will review. A site visit(s) may be required prior to rendering a decision on the application.
3. An approval of this Temporary Transitional Outdoor Dining Permit application shall only be valid until December 31st of the year it was approved. Tables, chairs, and all other associated items shall be removed by December 31st or at the close of the establishment's outdoor dining season, whichever is sooner.

General Guidelines

1. All areas are subject to all NH State Building and Fire Codes ie. lighting & signage and shall be compliant with the restaurant/dining guidelines issued by the State of NH.
2. Entertainment: All entertainment conducted in the outdoor temporary dining area must be controlled to avoid any nuisance (i.e. sound, light, etc.) to abutting properties. Additionally, all entertainment must fully comply with the Town of Hampton Code of Ordinances. Board of Selectmen approval may be required. Any violation(s) may result in the revocation of the temporary outdoor dining permit. Entertainment shall also be compliant with applicable guidelines issued by the State of NH.
3. Outdoor service of alcoholic beverages requires the approval of the NH Liquor Commission. It is the licensee's responsibility for ensuring that all required approvals are in place prior to extending such service outdoors.
4. All restaurants must have conducted or scheduled their annual grease trap inspection with the Hampton Department of Public Works prior to issuance of a permit.
5. Outdoor heating must be pre-approved by the Fire Department **prior** to use.
6. Mobile food service vehicles shall not be permitted as part of this permit application.
7. Approval of any application may be conditional. The Town may also require additional information/documentation prior to rendering a decision on the application.

Checklist for Application

- Signed application form
- If premises are leased, copy of lease or written permission by the building owner
- Permit to operate a food establishment issued by the Hampton Building Department
- Drawn layout showing all tables and chairs and all supporting documentation required for permit approval, including a plan for outdoor lighting if any is proposed
- Copy of an existing site plan (if available) or an aerial map with parcel boundaries, with a clearly drawn depiction of the temporary outdoor dining location and all associated structures demonstrating a safe and efficient site layout
- Location, size and specifications of barricades for the planned seating area

REVOCATION: *Overcrowding of the site or any other violation of the requirements or conditions expressed in the application for Temporary Transitional Outdoor Dining shall be cause for revocation of the temporary permit.*

I attest that all information provided for consideration of this Temporary Transitional Outdoor Dining Permit application is true and correct, and that I will comply with all pertinent codes, ordinances, emergency orders, and conditions of approval.

Signature of Applicant _____
Date

TOWN OF HAMPTON USE ONLY

Temporary permit is: Issued _____ Denied _____

	Signature	Date
Fire Department		
Department of Public Works		
Building Department		
Planning Office <i>(Note: final signature to be obtained)</i>		

Conditions: