

Building Department Hours Monday through Friday 8 a.m. to 4:30 p.m
INCORPORATED VILLAGE OF ROCKVILLE CENTRE
P.O. BOX 950
ROCKVILLE CENTRE, NY 11571-0950
(516) 678-9247

OUTDOOR SEASONAL USES & DINING PERMITS

Permit Requisites:

- Permits shall be issued to commercial establishments that have a current Rockville Centre food dispenser license. The outdoor dining described in the permit application shall not interfere with pedestrian traffic or the village owned property adjacent to the establishment. All outdoor dining activities shall be limited to the areas directly in front of or in the rear of the establishment, but shall not block any required exit to the building, provide compliance with all State and Local Codes, and shall not exceed beyond the property lines. There shall be a minimum of five (5) feet total sidewalk with clearance to provide adequate and unobstructed pedestrian movement, such width to be measured from the outermost point of the outdoor dining area to the nearest obstruction.
- **If you will be serving alcoholic beverages:** you must attach a copy of your liquor license, along with proof that the placement of tables and chairs outside your establishments complies with State Liquor Authority Regulations.
- **Attach an accurate drawing of the property. Please attach a plan** that shows the complete sidewalk area, along the location of any furniture and fixtures to be used, including a fully dimensioned seating plan and the locations of entrances and exits.
- **Attach proof of insurance.** Note that proof of insurance includes a certificate of insurance for comprehensive general liability that names the Incorporated Village of Rockville Centre as an additional insured, for combined single limits of not less than \$1,000,000.00 per occurrence and \$2,000,000.00 general aggregate, with umbrella limits of \$1,000,000.00. With respect to all policies in which the Village of Rockville Centre is an additional named insured, proof of insurance also requires a policy endorsement form satisfactory to the Village.
- **See fee schedule for permit fee.** A check must accompany the attached application.
 - The outdoor dining use is valid from May 1st through Nov. 30th.
 - The Seasonal Entrance Structure provision is valid from December 1st to April 15th.

Guidelines for Outdoor Dining:

1. The Superintendent of Buildings shall have the right to revoke or suspend an outdoor dining permit when an establishment is in violation of any applicable rule, regulation, ordinance, local law or statute, or when a continuation of the permit would constitute a hazard or nuisance.
2. Appeals from the issuance, denial, revocation or other condition of a permit may be taken to the Village Administrator by any aggrieved person within 30 calendar days from the date of issuance, denial or revocation. A written appeal must be submitted.

3. The outdoor dining area and adjacent areas shall be cleaned on a daily basis and kept free of any refuse. The outdoor dining area and adjacent area shall be swept and washed down each night just prior to closing and at other times as needed. Sufficient containers for trash shall be placed in the outdoor dining area. The restaurant will provide additional dumpsters to accommodate the refuse from the additional diners. The Superintendent of Buildings shall determine the need for cleaning in addition to the routine cleaning prior to closing and the sufficiency of the trash containers.

4. Between May 1 and November 30, outdoor dining activities may take place between the hours of 11:00 a.m. and 11:00 p.m. Monday through Saturday. Sunday hours shall be between 12 noon and 11:00 p.m. No orders for food and/or beverages shall be taken after 10:00 p.m.

5. Seasonal Weather Structures may be installed at the front entrance area of a licensed food dispenser establishment, (Restaurant uses) beginning on December 1st and expiring April 15th of the Calendar year, subject to approval from the Superintendent of Buildings and in accordance to all provisions of the intent of this policy.

6. Outdoor music is allowed but only when it complies with sections of the Rockville Centre Code. Low-level outdoor lighting is permitted and confined to the immediate area to the front or back of the premises in question. All electrical installations must be approved by the Rockville Centre Building Dept. and installed by a Rockville Centre licensed electrician in full compliance with the National Electric Code. Blinking, flashing or raceway-type lighting is prohibited. No outdoor cooking of any type is permitted.

7. All furniture and fixtures used in conjunction with outdoor dining must be of a temporary nature, and must not remain outdoors on public property at closing time. No signage (shall be permitted) to be affixed to any temporary structures. The Superintendent of Buildings shall approve all furniture and fixtures. Candles can be used on tabletops only.

8. The legal outdoor dining perimeters must be clearly marked on the exterior sidewalk using exterior grade green paint. *(There shall be a minimum of five (5) feet total sidewalk with clearance to provide adequate and unobstructed pedestrian movement, such width to be measured from the outermost point of the outdoor dining area to the nearest obstruction, e.g. trees, meters, planters, etc.)*

This marking will be inspected for compliance prior to issuance of permit.

9. Limited Outdoor Dining Provision;

Licensed Food Dispenser Establishments having the requisite and valid business license may provide up to 3 café style tables provide that the utilization of said use has no table service and is in compliance with all other aspects of the Outdoor Dining setback, insurance and all other regulations herein, and in accordance with the established Village fee schedule.

APPLICATION FOR OUTDOOR DINING

All entries must be completed on this form. Submit this form with the required documents as listed on the following pages of this application. All documents and requirements described herein must be satisfied and this document signed by the Building Department Official before this permit is valid.

Name of Applicant: _____

Address of Applicant: _____

Telephone Number(s) of Applicant: _____

Name of Establishment: _____

Address of Establishment: _____

Telephone Number of Establishment: _____

Name of Owner/Operator or
designated representative of establishment: _____

Address of Owner/Operator or
designated representative of establishment: _____

Telephone Number of Owner/Operator or
designated representative of establishment: _____

Will establishment serve alcoholic beverages? _____

Note that if you have answered "yes" to this question, you must attach a copy of your liquor license, along with proof that the placement of tables and chairs outside your establishment complies with State Liquor Authority Regulations.

Reviewed by: _____

Approved by: _____