

Village of Port Jefferson

Long Island, New York
121 West Broadway, Port Jefferson, NY 11777

COVID -19 **TEMPORARY LICENSE** **APPLICATION**

Temporary License Application to assist existing businesses and places of worship in the Village of Port Jefferson who have been authorized by the Governor of the State of New York to re-open, but do not have the area or facilities to accommodate COVID social distancing requirements and wish to use existing outdoor areas on a temporary basis. Permit expires on November 1, 2020, unless earlier revoked at the sole discretion of the Village.

Guidelines for submission of application are as follows:

1. Provide the necessary Insurance Requirements for using municipal property as per attached requirements. Return Certificate of Additional Insured.
2. Review and submit all necessary plans.
3. Return application to the office of Village Clerk. Temporary License Agreement for Use will be issued upon approval.

NAME OF BUSINESS: _____

TYPE OF BUSINESS: _____

SCTM# _____

Street Address: _____, Village of Port Jefferson, NY

Business Has Certificate of Occupancy: ____ Yes ____ No

Will alcohol be served? ____ Yes ____ No

Will food be served? ____ Yes ____ No

APPLICANT

Name: _____ **Firm Name:** _____

Street Address: _____

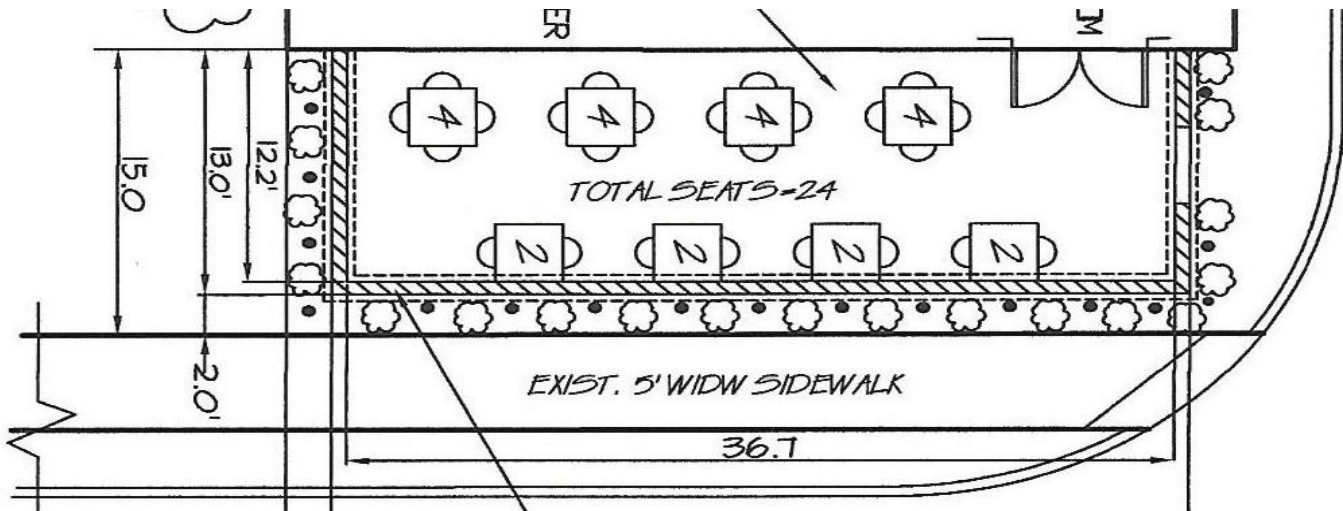
City: _____ **State:** _____ **Zip:** _____

E-MAIL: _____ **Phone:** _____

Sign By Applicant/Contract Vendee/Lessee

☐ **COVID-19 OUTDOOR SEATING ACCOMMODATION.** Review and approval required from the Village Clerk. **No fee required.**

- ✓ Submit plan showing location of proposed outdoor seating. Plan can be hand drawn on existing survey, site plan or aerial map from Google Maps/Earth, Bing, etc.
- ✓ Illustrate location of outdoor seating tables and/or chairs, service/customers aisle and pathway from business to outdoor seating area. COVID-19 outdoor seating must be spaced at least 6 feet apart.



- ✓ Parking spaces may be used for COVID-19 outdoor seating without penalty for loss of parking stalls, but there must be a physical barrier or separation to protect customers from vehicle traffic, such as bollards, substantially planter boxes or similar.
- ✗ DO NOT use handicap/ADA parking stalls for outdoor seating. Do not block handicap/ADA routes (path from ADA parking stalls to sidewalk curb ramps to store entrances). Do not reduce sidewalk widths to less than 36".



- The Village may request a parking analysis to ensure that adequate parking for facility is always provided.
- COVID-19 outdoor seating must meet Fire Code standards, including points of egress, access to fire extinguishers, and tent and awning ratings, if applicable. Seating shall not block entrances, exits, fire lanes, hydrants, sprinkler connection points, drive aisles, back-up areas, pedestrian or handicapped access.

- If a tent or canopy is to be used it must be fire rated and the fire rating for the tent must be approved by the Village Fire Marshal.
- COVID social distancing accommodation areas shall not be within 250 feet of a structure used for residential purposes and shall only be utilized between the hours of 8:00 AM and 9:00 PM and shall expire on November 1, 2020.
- COVID-19 outdoor seating areas must be maintained and free of trash and other debris. Restaurants with a liquor license must obtain approval from the state to serve alcohol in an outdoor area. Nothing herein shall outdoor.
- ✗ DO NOT remove existing natural areas or required buffers.

☐ **COVID-19 PICK-UP WINDOW INSTALLATION.** Review and approval required from the Building Department. **No fee required.**

- ✓ Submit plan showing location of proposed pick-up window.
- ✓ If replacing an existing window, plan can be hand drawn on existing elevation, picture or street view image.
- ✓ If pick-up window proposed in existing wall, provide detailed plan by a licensed architect that comply with New York State building and fire codes.

☐ **COVID-19 SIGNAGE FOR CURB SIDE/PARKING LOT PICK-UP.** Review and approval required from the Village Clerk. **No fee required.**

- ✓ Submit plan showing location of proposed sign.
- ✓ Plan can be hand drawn on existing survey, site plan or aerial map from Google Maps/Earth, Bing, etc.
- ✓ Signs should not be larger than 4 square feet per sign face (i.e. 2' x 2', 1' x 3').
- ✗ DO NOT use handicap/ADA parking stalls for curb side/parking lot pick-up.
- ✗ DO NOT block handicap/ADA routes (path from ADA parking stalls to sidewalk curb ramps to store entrances).
- ✗ DO NOT reduce sidewalk widths to less than 36".

*****DISCLOSURE:** Approval for a **COVID-19 Social Distancing Accommodations** shall not negate or permit any violation which may exist on the subject premises at the time of approval of such accommodation.