

INFORMATION GUIDE FOR TEMPORARY EXTENSIONS TO OUTDOOR AREAS

Restaurants with currently approved outdoor areas in private property + seeking no changes to their current layout/approved footprint.

- You may commence offering outdoor service on June 8, 2020.
- You must comply with all social distancing guidelines and safety measures released by the Governor's Office on May 29, 2020.

Restaurants with currently approved outdoor areas in private property + seeking temporary approval to extend the area/footprint.

- You may commence outdoor service in the currently approved footprint area on June 8, 2020.
- You must comply with all social distancing guidelines and safety measures released by the Governor's Office on May 29, 2020.
- To get temporary approval for the additional space, you must submit through your Viewpoint account an application for *Temporary Extension of Licensed Premises to Outdoor Area Due to COVID-19*. See below for the application requirements.

Restaurants with currently approved outdoor areas in public property + seeking no changes to their current layout/approved footprint.

- You must contact the Department of Public Works immediately (rlinke@cambridgema.gov) to obtain the status of your Sidewalk Obstruction Permit and get information as to what options currently exist to set up outdoor seating in your currently approved area.
- You must comply with all social distancing guidelines and safety measures released by the Governor's Office on May 29, 2020.

Restaurants with currently approved outdoor areas in public property + seeking temporary approval to extend the area/footprint.

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Restaurants with no currently approved outdoor area.

- You must submit through your Viewpoint account an application for *Temporary Extension of Licensed Premises to Outdoor Area Due to COVID-19*. See below for the application requirements.

APPLICATION REQUIREMENTS:

(1) Copy of the floor plan showing the dimensions of the area (including the square footage), where the tables and chairs will be located, the distance (in dimensions) of the space between tables/chairs, the location of the hostess stand (if applicable), location of sanitizing station, the total

capacity of the area, and the barriers (including material and dimensions) proposed to be used to delineate and secure the outdoor area. The floor plan does not have to be stamped by an architect.

- (2) Copy of the lease/letter of intent showing that you have the right to occupy the area.
- (3) [If extending to public property] Indemnification Agreement.
- (4) [If extending to public property] Sidewalk/Street Restaurant Patio License, Maintenance and Indemnification Agreement completed by the Applicant.
- (5) [If extending to public property] \$5000 Sidewalk Obstruction or Permit Bond.
- (6) [If alcohol service in outdoor area] Proof of liquor liability insurance.
- (7) [If extending to public property] Photo of sidewalk and/or street area of proposed patio location.
- (8) Photo of barriers being used to separate area from vehicle, bicycle and pedestrian traffic
- (9) Any other document/information necessary and as requested by the City of Cambridge.