

PATIO FLOOR PLAN CHECKLIST

Please make sure to provide this to the person drawing your outdoor seating floor plan. **If you are proposing an outdoor area with more than 10 seats or an outdoor area in which alcohol will be served on the public way (regardless of the number of seats), the plan must be stamped by an architect or engineer.** If you are extending to a private area, the plan does not have to be stamped by an architect or engineer. All the below elements must appear and be clearly listed/depicted on the floor plan for the City of Cambridge to approve it.

- _____ Location of the outdoor area in relation to the brick and mortar.
- _____ All dimensions of the outdoor dining area (length, width and total square footage).
- _____ Shows layout of the tables and chairs, including the distance (in dimensions) of the space between tables/chairs.
- _____ Location of the hostess stand (if applicable – this is required when the outdoor area is not clearly visible from inside the premises).
- _____ Total seating capacity of the area (if you are seeking standing room, it must be on the plan as well).
- _____ Area must show it is enclosed - must show the location of all barriers. [If not serving alcohol, depending on location of patio, may not be required.]
- _____ Must identify the type of barrier proposed to be used (material, height, width and length). [Showing barrier or identifying barrier is sufficient for patios on the private way.]
- _____ Shows the pedestrian ways (sidewalk/street) and includes the width of the pedestrian way.
- _____ Identifies any existing sidewalk furniture, bike racks, utility access points, trees, manholes and catch basins in and around the proposed seating area.
- _____ Identifies compliance with all ADA requirements, see [521 CMR 17 \(mass.gov\)](https://www.mass.gov/info-details/521-cmr-17) – if applicable/necessary shows temporary ramps, access at ground level at the rear of the outdoor seating area, or elevated platform flush with the sidewalk.

Tips:

- _____ Provide pictures or drawings of the barriers and furniture being used. [Not required on patios on private way.]
- _____ Barriers cannot be more than 42 inches tall unless special permission is sought/granted.