



**TOWN OF WINCHESTER
OUTDOOR DINING APPLICATION
EFFECTIVE: 4/10/2023 – 11/15/2023**

1. Applicant Name:	
2. Business Name:	
3. Applicant d/b/a:	
4. Applicant/Business Address:	
5. Applicant Phone:	
6. Applicant email:	
7. Owner of the Property:	
8. Address of Owner:	
9. Contact Person/Telephone:	
10. Mailing Address:	
11. Email Address:	
12. Proposed Dates of outdoor dining:	
13. Proposed times of outdoor dining:	
14. Days and hours of operation	
15. Does this establishment hold an Alcoholic Beverage License? YES ___ NO ___ N/A ___ <i>If yes, please see the Guidelines for Extension of Premises to Patio and Outdoor Areas issued by the ABCC in July 2015 and submit all required documentation, and a plan for serving alcohol to seated patrons at tables on the sidewalk, of if applicable in the public way through the closure of the street or portions of the street.</i>	
16. Have you had your license revoked, suspended, or been fined by the Town of Winchester, another municipality, or the Commonwealth of Massachusetts within the past 12 months? YES ___ NO ___ N/A ___ If yes, please explain.	
17. A) Current indoor seating capacity _____ B) Proposed seating capacity for outdoor seating _____	

Process:

1. Applications are due to the Town Manager’s Office on **February 16, 2023**. All applications must be received on or before this date for consideration.
2. The Town (DPW, Engineering, Health, Planning, Building, Police, and Fire Departments, the Design Review Committee, and the Disability Access Committee) will review all applications at once to coordinate sites.
3. April 10, 2023 start date for outdoor dining establishments (weather permitting).

General Guidelines:

1. Heavy separation
 - Large planters with live vegetation are most preferred
 - Water-filled and Jersey barriers may be used in conjunction with coordinated artwork.
 - It is anticipated that both heavy and light separation will be used at each site. Each type of separation (heavy and light) shall be uniform in its application (color, size, material, etc).
 - Using multiple types of heavy separation or multiple types of light separation will not be allowed.
2. Lighting should be incorporated on or above the heavy separation

Checklist for Application:

- Signed Application Form;
- Proof of Business Ownership;
- If premises is leased, copy of lease or written permission by the building owner;
- Permit to operate a food establishment issued by the Winchester Board of Health;
- Professionally drawn plan showing all tables and chairs and all supporting documentation required in order to make a decision as to the license and shall also include a plan for outdoor lighting, canopy, decking or other structure if any is proposed;
- Location, size, and specifications of all **heavy separation** (large planters, jersey barriers, water-filled barriers, concrete barriers, filled barrels, flexible posts and delineators) and/or **light separation** (small planters, traffic barrels, sawhorses, movable parade barricades, or A-frames);
- Photos of location where outdoor seating will be placed;
- Annual license fee of \$1,000 per parking space due to the Town of Winchester;
- Certificate of Insurance naming the Town as additionally insured; and
- Compliance with any other physical distancing requirements under State laws, orders, or guidelines.

I attest that I have read and understand the Town of Winchester’s Outdoor Dining Bylaw, Chapter 21 of the Code of Bylaws, and that all necessary documentation is true and correct.

Applicant Signature

Date