



## **Downtown Overlay District Outdoor Dining Permit CHECKLIST AND PROCESS**

*City of Watertown, Engineering Department  
245 Washington Street, Room 305, Watertown, NY 13601, Phone: 315-785-7740*

I. Submit three (3) copies of the following items to the Engineering Department:

Application Form: Signed Outdoor Dining Program Permit Application

Detailed Site Plan: A drawing of the proposed outdoor dining area that is to scale, and not exceeding 11"x17." The plan must include the following items:

- The layout of tables, chairs, barriers, umbrellas, lighting and other facilities to be located within the proposed outdoor dining area
- Existing sidewalk conditions, including sidewalk width from building face to curb, location and dimensions of tree wells, locations of lamp posts, traffic and parking signs, signal poles, trash receptacles and benches.
- A minimum five-foot wide Pedestrian Access Route (PAR) across the restaurant's frontage.

Photos or other images of proposed furniture: Photos are preferred. Other images from the furniture supplier are acceptable.

Proof of Insurance: Proof of Commercial General Liability Insurance in the sum of \$2,000,000 for the general aggregate limit and \$1,000,000 for each occurrence, and Liquor Liability Coverage, if applicable. The City must be listed as an additional insured.

II. Following approval, the applicant must maintain a copy of their permit, as well as a complete copy of the approved application package at their premises.

III. Renewal Process:

The applicant must renew its permit annually prior to using the sidewalk. To renew, the applicant submits proof of all required insurance to the City Engineer and a signed letter affirming no changes to the approved plan.

A. Renewal with NO Changes - The applicant may do this without submitting a new application, and may then set up dining area per the previously approved plan.

B. Renewal WITH Changes - Any changes to the approved plan are subject to review and approval by the City Engineer, and may require the applicant to submit a new application, as will a change in ownership.

IV. Expiration or Change of Ownership:

If an entire Dining Season (May 1 – October 15 of a single calendar year) passes without renewal or if a restaurant undergoes an ownership change, then that restaurant must re-apply for a new permit.



## Downtown Overlay District Outdoor Dining Permit APPLICATION FORM

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CHECK ONE:

- NEW APPLICATION**
- RENEWAL WITH PROPOSED CHANGES** (*renewals without changes may be processed without submitting a new application*)

PROPERTY ADDRESS: \_\_\_\_\_

NAME OF RESTAURANT: \_\_\_\_\_

ON-SITE CONTACT(S): \_\_\_\_\_

RESTAURANT PHONE NUMBER: \_\_\_\_\_

TOTAL NUMBER OF PROPOSED OUTDOOR SEATS: \_\_\_\_\_

*Print Name of Applicant*

*E-mail Address*

\_\_\_\_\_  
*Mailing/Street Address*

\_\_\_\_\_  
*Telephone*

\_\_\_\_\_  
*Fax #*

\_\_\_\_\_  
*City and State*

\_\_\_\_\_  
*ZIP Code*

TOTAL SQUARE FOOTAGE OF OUTDOOR DINING AREA: \_\_\_\_\_

PLEASE SIGN BELOW THAT YOU HAVE READ, UNDERSTAND,  
AND WILL COMPLY WITH ALL OF THE CONDITIONS OF THE  
DOWNTOWN OVERLAY DISTRICT OUTDOOR DINING PROGRAM:

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*For City Staff Use Only*

STAFF ACTION:     APPROVED     DENIED

STAFF REVIEWER:

PERMIT ISSUED BY: \_\_\_\_\_, City Engineer



## **Downtown Overlay District Outdoor Dining Permit OVERVIEW OF CONDITIONS**

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The following is a summary of City requirements for outdoor dining areas approved through the Downtown Overlay District Outdoor Dining Program.

### **GENERAL REQUIREMENTS:**

- The program includes restaurant properties that are within the Downtown Core Overlay, as defined by the City Of Watertown's official GIS-based Zoning Map.
- Restaurants submit an application for a permit, as detailed on the Outdoor Dining Program Checklist and Process sheet.
- The Outdoor Dining Permit shall be valid only between May 1 and October 15 in order to avoid conflict with snow removal during the cold weather season. Short-term exceptions may receive consideration on a case-by-case basis.

### **PROGRAM CONDITIONS:**

- The outdoor dining area shall be located adjacent to the restaurant's frontage. Special Exceptions may receive consideration at the discretion of the City Engineer, upon the applicant obtaining the written consent of the adjacent property owner.
- The outdoor dining area may be open to patrons from 6:00 a.m. to 11:00 p.m. daily.
- The restaurant must maintain a minimum unobstructed corridor space of at least five (5) feet in width for pedestrian traffic to ensure a continuous Pedestrian Access Route (PAR) across the restaurant's frontage. The PAR may run either around or through an outdoor dining area, provided that the City Engineer determines the dining area layout to be safe to sidewalk users, restaurant patrons and employees.
- Ingress/egress between any building entryway and the PAR must meet width standards of the Americans with Disabilities Act (ADA).
- The outdoor dining area must remain neat and clean at all times. It must be free at all times from food waste and all other garbage in order to deter animals and minimize the spread of garbage throughout downtown.
- No food preparation may occur in the outdoor dining area.
- All signs in the outdoor dining area must have a valid City Permit. Menus under glass shall not be considered signs for the purposes of this Article, and may be displayed.

- Awnings must obtain a separate building permit.
- Noise levels must adhere to a reasonable volume.
- New York State alcohol laws govern the service and consumption of all alcohol.
- Barriers are required around the outdoor dining area in order to delineate the dining area from the PAR. The City reserves the right to review and approve the type and design of any barrier.
- All furniture and barriers must be temporary in nature and readily removable without damage to the surface of the Right-of-Way. There shall be no penetration of or physical attachment to sidewalk surfaces.
- Smoking and vaping are prohibited in all outdoor dining areas within the Downtown Core Overlay.
- The applicant must comply with reasonable conditions as the City Engineer may require.