

## 2020 Temporary Outdoor Dining Registration Form

### General Information

The City of Coon Rapids has established a policy and procedure to allow for new or expanded temporary outdoor seating areas for restaurants in response to social distancing and occupancy requirements for restaurants to open for on-site dining due to the COVID-19 pandemic.

**Restaurant Name:**

**Property Address:**

**Restaurant contact person:**

**Contact Phone:**

**Restaurant contact email:**

**Property Owner:**

**Property Owner Phone:**

**Property owner email:**

### Part 1 – To Be Completed By All Restaurants

Please read and check each box to confirm all parties understand the standards and requirements for temporary outdoor dining areas.

Initial	Requirement
	If parking stalls are used for seating, sufficient parking must exist. Analysis of parking will be based on the number of outside seats, whether curb-side pickup occurs and the number of employees. If restaurants are allowed to operate with indoor dining, a reanalysis of parking requirements may occur.
	Signage shall be limited to temporary banners and directional signage for parking. No signage is permitted off-site or in the right-of-way.
	All activity must be on the subject property and requires landlord approval if space is leased.
	Chairs and tables must be displayed and stored in a neat and orderly manner.
	Any seating cannot block fire exits, fire lanes, ADA accessible routes or handicap parking stalls.
	Maximum outdoor seating capacity is 50 people.
	All food and beverages must be prepared inside the building or within a preexisting outdoor bar. No temporary bars, food prep areas, grills, etc. are permitted outside the building.
	Any heating apparatuses must be approved and meet applicable codes.
	No "tailgating" is permitted.
	Hours of operation of an outdoor dining will/shall be restricted to the hours of operation of the restaurant's interior space. New outdoor dining areas shall close by 10PM if located within 200 feet of a residential property.
	Any proposed tents over 400 square feet in size must meet applicable state and local fire codes and requires an additional permit, although no fee is required under this policy. Any other temporary structure must meet state and local fire and building codes.

## Part 2 – To Be Completed By Alcohol License Holders

Complete this section if alcohol will be sold, served or consumed in the temporary outdoor dining area.

Initial	Requirement
	License holders must notify their insurance provider of the amended licensed premise where liquor will be consumed or served. Copy of insurance certificate must be provided to the City Clerk.
	The applicant certifies that all federal, state and city alcohol regulations shall apply to the temporary outdoor dining area and compliance shall be met.
	Seating for restaurants with on-sale liquor licenses must be contiguous to the restaurant and delineated. No alcohol shall be consumed or served outside of designated areas.

### Required Documentation

All restaurants must read, sign and submit this form and the information listed below. Completed forms and related information can be emailed to [TWhite@coonrapidsmn.gov](mailto:TWhite@coonrapidsmn.gov).

If you hold a liquor license you must submit plans to [Clerk@coonrapidsmn.gov](mailto:Clerk@coonrapidsmn.gov).

Please submit the following with this form:

- A narrative that details the request and must include number of employees, number of outdoor tables and hours of operation.
- A site plan that details the location of the outdoor dining, seating layout and floor plan (please indicate space between seating on plan), proposed fencing, occupancy number and the location of temporary structures, if any.
- A traffic management and parking plan that details the number of stalls taken away for new outdoor dining locations, number of stalls remaining on site, traffic flow, and in the case of a multi-tenant retail building, a parking plan that details where all tenants in the building have designated stalls.
- A shared access letter of agreement signed by both parties, if adjacent parking lots not owned by the applicant are to be used for off-site parking. Please note that all outdoor dining must be located on the restaurant premises and not on an adjacent site.
- A letter from the property owner, if different from the applicant, stating they are in agreement with the plans presented.
- Alcohol license holders must also submit:  
A site plan indicating the delineation plan for the temporary outdoor dining area and how ingress/egress will be provided.

### ACKNOWLEDGEMENT

By signing below, I hereby certify the following:

- The information provided on this form correct.
- I will comply with all building code and fire code regulations and understand that violations of such codes may be grounds for revocation of my ability to install temporary outdoor dining.
- I have read and acknowledge the city standards (outlined in Part 1 and 2) regarding temporary outdoor dining.
- I have read and understand the temporary outdoor dining shall be removed no later than October 31, 2020.
- I understand the city may inspect the outdoor dining area any time to enforce compliance with the above provisions. Additionally, the city may require the temporary outdoor dining to be closed if it is detrimental to the health, safety and welfare of the general public.
- (For alcohol license holders) I understand that this application alters the licensed premise of my alcohol license. Any violations of federal, state or city regulations in the temporary outdoor dining area may result in civil or criminal penalties against me or my license. I further understand that liquor liability insurance must be kept in-force for the temporary outdoor dining area.

\_\_\_\_\_  
Restaurant Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date