



CITY OF DANBURY

REQUEST FOR TEMPORARY OUTDOOR DISPLAY OF RETAIL GOODS PERMIT

The following information shall accompany this request for a **TEMPORARY OUTDOOR DISPLAY OF RETAIL GOODS PERMIT** for an existing retail establishment in Phase 1 of Reopen CT Plan during the declared State of Connecticut public health and civil preparedness emergencies pursuant to Executive Order No. 7MM. Applications are available in the lobby at City Hall during regular business hours or online at <https://www.danbury-ct.gov/government/departments/permit-center/>. **Completed forms may be dropped off in the lobby of City Hall during regular business hours or emailed to the Permit Center at permitscentercounter@danbury-ct.gov. Forms will be entered in the City's electronic permitting system by Permit Center staff. There is NO FEE for this Permit.**

Accompanying the completed Permit Application, if applicable, shall be:

1. A drawing or illustration ("Concept Plan"), roughly to scale or dimensioned, depicting with reasonable accuracy the temporary outdoor display of goods area that is proposed to be used and what is proposed to be placed, built, or erected in the outdoor area (including but not limited to any tables, chairs, tent, fencing, canopy or covering), and a narrative (with or without accompanying illustrations) that explains any noise, waste management, odor, light pollution, and environmental impacts expected from same and how said impacts will be managed.
2. Indicate all Tax Assessor Lots where the temporary retail sale of goods will take place. If the outdoor display of goods is proposed on a separate lot, indicate Tax Assessor Lot number and zoning district in which the lot is located. In this case, provide written permission from the person who owns the other property.
3. Indication of whether the outdoor display of goods is proposed on a parcel with regulated wetlands and if so, identify the location of said activity in relation to the wetland boundary on an accompanying illustration drawn to scale.
4. Indication of hours of operation of the temporary retail establishment. Permissible hours of operation end at 11 p.m. or earlier on Friday and Saturday nights and at 9 p.m. or earlier on all other days of the week. Any other hours of operation of the temporary retail establishment beyond these hours requires approval.
5. Signature of Property Owner, if Applicant is not the owner of the site.
6. Acknowledgement on Application of compliance with Section 28-53 of the City of Danbury Code of Ordinances, Noise Ordinance.
7. Acknowledgement of business owner's responsibility to maintain the temporary outdoor display of goods area in a condition free and clear of any litter resulting from use of such outdoor space.
8. Business owner to certify that Concept Plan, and all supplemental documents are, to the best of its knowledge, true, complete, accurate, and correct.

9. Use of City right-of-way (sidewalks, green spaces, public open spaces, and local parking areas and public road) for the outdoor display of goods requires approval by the City of Danbury Director of Public Works. If the right-of-way includes a local road used for public transportation, the Director of Public Works shall consult with the Local Traffic Authority and, if required, the Connecticut Department of Transportation.
10. Detailed canopy, umbrella, or tent information/specifications as may be required for issuance of a tent permit for tents greater than 400 square feet in area. Contact the Building Official and/or Fire Marshal for tent requirements.

Please note that the ZEO, or his designee, or the Local Enforcement Official for this Application may require the Applicant to submit additional and more detailed information that he deems necessary to protect public health, safety and the environment, in order to complete the review of an Application.

No retail establishment shall be permitted to display or sell goods outdoors until such time as a TEMPORARY OUTDOOR DISPLAY OF RETAIL GOODS PERMIT has been issued and any required inspections have been completed.

Failure to comply with *all* noted requirements may result in a denial of the Permit.

THE FOLLOWING CONDITIONS WILL BE ATTACHED TO THE PERMIT. Other additional conditions may be attached to the Permit depending on the individual Permit review.

1. This TEMPORARY OUTDOOR DISPLAY OF RETAIL GOODS PERMIT is valid for 90 days from issuance and may be extended upon request during the declared state of civil preparedness and public health emergencies.
2. The TEMPORARY OUTDOOR DISPLAY OF RETAIL GOODS PERMIT shall automatically cease upon the lifting of the applicable Executive Order of the Governor of the State of Connecticut. Failure to cease temporary outdoor retail sale operations upon expiration of the permit or the applicable Executive Order may result in fines and/or the issuance of a cease and desist order.
3. The City of Danbury reserves the right to revoke, or deny the extension of, this TEMPORARY OUTDOOR DISPLAY OF RETAIL GOODS PERMIT at any time for a violation of permit conditions.
4. This TEMPORARY OUTDOOR DISPLAY OF RETAIL GOODS PERMIT is contingent on issuance of building, life safety, or any other permits as may be required.
5. Approval from the City of Danbury Environmental Impact Commission, if required, should the outdoor display of goods area encroach into a regulated wetland area.
6. Outdoor COVID-19 signage for temporary retail sale areas containing directions, social distancing instructions, that are 15 feet in size or smaller, and non-internally illuminated and non-animated, do not require a sign permit. All other signs must comply with the City of Danbury sign regulations.



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TEMPORARY OUTDOOR DISPLAY OF RETAIL GOODS PERMIT

Name of Name of Retail Store with Outdoor Display of Goods: _____

Address: _____

Tax Assessor Lot(s) Number: _____

Business Owner/Operator: _____ Property Owner: _____

Existing Approved Site Plan/Waiver Yes ___ No ___ Site Plan # _____; Waiver # _____

Existing Approval to serve Alcoholic Beverages Yes ___ No ___ DCP Liquor Control Permit # _____

Outdoor Retail sale of goods is proposed on another lot Yes ___ No ___; If Yes, indicate Tax Assessor Lot No. _____, address of lot _____; owner of lot _____; Zoning District of lot _____ (lot must be in a commercial zoning district)

Attached to this Application are the following:

1. A Concept Plan as defined in these instructions, roughly to scale or dimensioned, depicting with reasonable accuracy the temporary outdoor display of goods area that is proposed to be used and what is proposed to be placed, built, or erected in the outdoor area (including but not limited to any tables, chairs, tent, fencing, canopy or covering), and a narrative (with or without accompanying illustrations) that explains any noise, waste management, odor, light pollution, and environmental impacts expected from same and how said impacts will be managed.
2. Detailed canopy, umbrella, or tent information/specifications as may be required for issuance of a tent permit for tents greater than 400 square feet in area. Contact the Building Official and/or Fire Marshal for tent requirements.
3. Written permission from the property owner of an adjacent or nearby lot upon which temporary retail sale of goods is proposed authorizing use of said off-site lot for such purpose.
4. Illustration, drawn to scale, of location of the temporary retail sale area if proposed on a parcel with regulated wetlands.

I Business Owner and/or Operator hereby attest to the following, if applicable (please initial):

_____ I will comply with Section 28-53 of the City of Danbury Code of Ordinances regarding noise and any other restrictions imposed by an Executive Order of the Governor of the State of Connecticut.

_____ Permissible hours of operation end at 11 p.m. or earlier on Friday and Saturday nights and at 9 p.m. or earlier on all other days of the week, unless longer hours are approved by the City.

_____ I accept responsibility and will maintain the temporary retail sale of goods area in a condition free and clear of any litter resulting from use of such outdoor space.

_____ All of the information submitted with this Permit application are, to the best of my knowledge, true, complete, accurate, and correct.

I am requesting use of City of Danbury right-of-way or local road (sidewalks, green spaces, public open spaces, and/or streets) YES ___ NO _____.

I, _____, owner/operator of the above-referenced existing retail establishment, have reviewed Governor Lamont's Executive Order No. 7 MM issued during the declared state of civil preparedness and public health emergencies during the COVID-19 Pandemic and agree to follow all provisions contained therein and/or all applicable federal, state and local laws, rules, regulations, and future executive orders.

Signature of Business Owner

Date

Print Name of Business Owner

Contact Information: Telephone _____

Email: _____

Signature of Business Operator, if different

Date

Print Name of Business Operator, if different

Contact Information: Telephone _____

Email: _____

Signature of Property Owner

Date