



## NATICK COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

### TEMPORARY OUTDOOR DINING PERMITTING DIRECTIONS

- ▼ Go to <https://www.natickma.gov/1723/COVID-19-Business-Plans-Permits> or <https://www.natickma.gov/162/Community-Economic-Development> ;
- ▼ Download the Natick Temporary Outdoor Dining Review application form, the Massachusetts COVID19 Plan, Poster and Attestation forms and an example of a contact tracking log.
- ▼ Complete the attached forms;
- ▼ Download an aerial map of the property on which your restaurant is located here: <https://natickma.mapgeo.io/datasets/properties?abuttersDistance=100&zoom=13>
- ▼ Mark up the area map with your seating layout, including dining and service areas, restrooms, foot traffic patterns and the location of furnishings that outline the proposed outdoor dining area;
- ▼ If necessary, attach a signed letter from your landlord permitting the proposed outdoor dining area on their property;
- ▼ Include pictures of any tables, chairs, tents and other furnishings you want to use, including any temporary signage;
- ▼ Include a copy of your proposed Contact Tracing Log for all diners;
- ▼ Submit these materials on Mondays before 4:30pm to ensure a place on the agenda of the next Review Committee meeting on the following Thursday. Late submittals may have to wait until the following Thursday to be reviewed.
- ▼ Applicants will be emailed an invitation for review meetings (held virtually via ZOOM) and an agenda;
- ▼ Applicants are **STRONGLY** encouraged to attend review meetings to field any questions the Committee has on proposals. Attendees should test the ZOOM connection beforehand, and sign in to the virtual meeting ½ hour before their scheduled time on the agenda;
- ▼ If the Review Committee approves your application, the Building Commissioner will inspect your temporary dining layout the following day. If the Commissioner approves your layout, you can serve food outdoors that night;
- ▼ If you plan to serve alcohol in your proposed outdoor area, the Select Board will hear your application to extend alcohol service outdoor on the following week;
- ▼ Please contact Ted Fields if you have any questions on this process at [tfields@natickma.org](mailto:tfields@natickma.org) or 508-647-6428