



**TOWN OF WATERTOWN**  
**APPLICATION FOR EXTENDED USE OF PROPERTY FOR**  
**OUTDOOR SEATING**  
**COVID-19 EMERGENCY MEASURES**

This application is for temporary use of land adjacent to a business for outdoor seating and dining to allow for business activity in a safe and responsible way during the COVID-19 Pandemic.

The application and required paperwork should be submitted to the Zoning Office. Submit the required documentation electronically in PDF format by email to [mmena@watertown-ma.gov](mailto:mmena@watertown-ma.gov). The application will be shared with necessary Town Agencies for an expedited review and approval by the Town Manager.

**Name of Business:** \_\_\_\_\_

Address: \_\_\_\_\_

**Owner Name:** \_\_\_\_\_

Owner Phone: \_\_\_\_\_

Owner Email: \_\_\_\_\_

**Manager Name:** \_\_\_\_\_

Manager Phone: \_\_\_\_\_

Manager Email: \_\_\_\_\_

**Intended Use**

Dining: Outdoor food services without alcohol

Dining: Outdoor food services with alcohol\*

Is a temporary tent or similar structure proposed?  Yes  No

If Yes, describe tent or structure:

Expected days of week and hours of outdoor operation:

Daily maintenance and cleaning plan:

Plan for securing fixtures during evening and closed hours:

**Required Attachments:**

- Area Plan: Provide a neatly drawn schematic depicting the area of the proposed outdoor seating or retail area, the arrangement of outdoor furniture, perimeter fencing, café umbrellas, outdoor heaters, and any other equipment. Areas designated for pick-up of takeout food or retail products shall also be shown. Table sets (tables including their chairs) shall be separated by at least six feet when patrons are seated. Take-out food pickup shall be a minimum of six feet from patron seating. A five feet clear path shall be maintained on sidewalks (in all instances, ADA access must be maintained)
- Property Control: The applicant shall demonstrate a legal right of access to use the proposed outdoor space, either through ownership, lease or written permission of the owner. Outdoor seating may be allowed on public sidewalks, within the Town’s public right of way or on any other Town-owned property, only if approved, in writing and in accordance with the terms of a license/permit to use public property.
- Insurance: The Applicant shall provide a Certificate of Insurance meeting the requirements set forth in the Rules and Regulations for Outdoor Retail and Seating.
- Permits and Approvals: If the Applicant intends to erect any tents or structures, the applicant shall consult with the Building Inspector and obtain the required permits before they are erected.
- Acknowledgments of Rules and Regulations: The Applicant shall acknowledge receipt of the Rules and Regulations for Outdoor Seating and its intent to be bound by and comply with all such Rules and Regulations.

I HEREBY CERTIFY UNDER THE PAINS AND PENALTIES OF PERJURY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE AND THAT I AM DULY AUTHORIZED TO ENTER INTO BINDING AGREEMENTS ON BEHALF OF THE APPLICANT.

*(If different from Business owner)*

Owner Signature: \_\_\_\_\_

Landlord signature: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Name (printed): \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVAL BY:**

\_\_\_\_\_  
Name: Michael J Driscoll, Town Manager

\_\_\_\_\_  
Date

*Town Internal Routing, with approval received as necessary:*

- Health Director*
- Police Chief*
- Fire Chief*
- Building Inspector (if ADA or Code review is necessary)*
- DPW/Town Engineer*
- DCCDP – Planning/Zoning Enforcement*