



Requirements for Expanded Outdoor Dining

TEMPORARY USE FOR COMPLIANCE WITH ILLINOIS DCEO'S COVID ORDER

This application is required for all food and drink service establishments proposing to utilize a portion of their outdoor parking areas for outdoor dining. Upon submittal of this application, the applicant may proceed with the outdoor set-up in full compliance with the Illinois Department of Commerce & Economic Opportunity requirements as well the City's supplemental requirements. Upon completion of the set-up, the applicant must contact the Office of Building and Zoning and request an inspection of the site at 217.789.2171 or building@springfield.il.us.

In addition to this completed application, the applicant must submit a site plan detailing the following information:

- Existing driveway, sidewalk, building, parking spaces, accessible paths, and any obstructions.
- Proposed location of tables for outdoor dining.
- Distance between proposed tables.
- Separation distance between seating areas and sidewalks/walkways.
- Designated waiting areas (meeting minimum separation requirements) or a plan to require patrons to wait in their vehicles.
- Temporary Traffic Control (TTC) Measures used to block off outdoor dining areas from traffic. (All TTC must be construction orange with retro-reflectivity must be weighted to prevent movement from wind.)
- Where drive lines are blocked, there must be a means for vehicles to turn around and exit to prevent dead end traffic.

Total Area of Outdoor Dining Seating Available (SF): _____

Total Number of Parking Spaces (Required: 1 Space per 100 SF of Dining Area): _____

Total Number of Parking Spaces Available after Expanded Outdoor Dining: _____

If the applicant is submitting for a permit to obstruct a city sidewalk, operate a sidewalk café, obstruct a city street/ parking lane, or construct a temporary tent, the following permits must be first obtained:

- [Tent Permit](#) (Submit signed notice along with [permit application](#) and site plan)
- Sidewalk Café Permit
- Obstruction Permit (For sidewalk obstructions and street obstructions)
- Parklet Permit (For obstructing parking areas)

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The undersigned agrees to follow all State and Local requirements as implemented and amended under future orders. The undersigned also agrees to maintain all Temporary Traffic Control Devices in condition that will safely protect all temporary outdoor dining areas.

Owner's Name: _____

Name of Business: _____

Address of Business: _____

Email: _____ Phone Number: _____

Signature: _____