



## Checklist for Request of Temporary Activity/Outdoor Seating

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The Town of Burlington is accepting requests for temporary activities that enable business activity and facilitate economic recovery during the reopening phase per the state of Massachusetts. Please include the following information in an email with an attached map/site plan (photo, jpeg, gif) to process your request. If you have questions, please contact Melisa Tintocalis at 781-505-1186 or email at [mtintocalis@burlington.org](mailto:mtintocalis@burlington.org) and type "Temporary Activity Request" in the subject line. Thank you!

1. Name
2. Email
3. Address for request
4. Description of request
5. Map for outdoor seating or requested activity depicting:
  - a. precise area of the dining area
  - b. proposed number of tables and seats
  - c. location of perimeter fencing
  - d. access ways to restrooms
6. Property owner/manager contact information: name, email, and phone
  - a. Indicate if notification has been sent to property owner
7. Email request to:
  - a. Melisa Tintocalis, Economic Development Director
  - b. [mtintocalis@burlington.org](mailto:mtintocalis@burlington.org)
  - c. 781-505-1186

*The request will be reviewed by Public Health Director to ensure compliance with State safety guidelines; Building Commission, Planning Director, Police, and Fire. Based on review for compliance of general safe implementation a letter will be sent allowing the seating for the duration of the state of emergency.*