

Fitchburg Temporary Change of Premise Application Guidelines To Allow Expanded Outdoor Seating Due to COVID-19

- The establishment needs to currently operate under a conditional use permit (CUP) from Fitchburg Plan Commission for a restaurant and/or bar.
- Applicant must have a current alcohol license and not be delinquent as it relates to property taxes, personal property taxes, municipal utility bills, fees, special assessments, sales taxes and unemployment compensation taxes.
- Restaurant/and/or bar will provide a separate illustration or diagram of physical layout of temporary expanded outdoor premises, including number of tables and seats in the serving area.
- Days of the week and anticipated hours of operation for the temporary expanded outdoor premise should be stated as part of the application process.
- Written confirmation of the property owner, in the event the temporary expanded outdoor premise is not owned by the applicant, of consent to expand the premise description must be provided.
- Identify the number of parking stalls lost, if applicable, and the anticipated area where the parking capacity lost will be re-located to. No loss of handicapped parking stalls allowed.
- Adequate fencing and/or delineation of temporary expanded outdoor premise will be required.
- Details on how the temporary expanded outdoor premise patrons will have access to restroom facilities and that there are adequate restroom facilities per current and expanded temporary premise occupancy.
- If a use is near a public sidewalk it must allow adequate room for pedestrian traffic and be ADA compliant.
- Plans for emergency egress and severe weather (lightning, wind speed) situations.
- The temporary expanded outdoor premise will need to be inspected by City of Fitchburg staff prior to permit being issued.
- The use and site changes cease on Monday, September 7, 2020 and restaurants/bars need to dismantle temporary expanded premise areas by end of business day Tuesday, September 8th. Any premise use beyond that date or permanent premise changes would require formal approval per City of Fitchburg ordinances.
- Plans and operations for the restaurant and/or bar including the temporary expanded outdoor premise shall be in compliance with Dane County Public Health and Forward Dane requirements in all reopening phases, in addition to sector specific requirements, and WEDC Guidelines.