

## EXPEDITED APPROVAL PROCESS FOR OUTDOOR SEATING UNDER PHASE II REOPENING

### **Step One:** Gather These Documents

- Deed or Lease showing legal right to occupy outdoor seating area, including parking lot or sidewalk.
- Site plan.

**Step Two:** Fill Out the [Online Temporary Restaurant Outdoor Use Reopening Application](#). Upload the deed and site plan.

**Step Three:** Licensing Coordinator reviews applications. If the application is incomplete, the Licensing Coordinator requests the applicant to provide needed information.

**Step Four:** Departmental Review--Internal review from Collector/Treasurer, Police Department, Fire Department, Health Department, and Inspectional Services. No action required by applicant. All Departments review complete applications within one business day.

**Step Five:** Board of Licensing Commission Member will review application and determine whether use will be allowed and if conditions are applicable. Applicant will only need to attend a remote hearing if there are unique circumstances.

**Step Six:** Licensing Coordinator notifies the applicant of approval or denial of the application by email no later than the end of the business day following approval or denial.

**Step Seven:** Licensing Coordinator concurrently notifies the Health, Fire, Police and Inspectional Services Departments. If approved, the applicant will be called by the Health Department to schedule a joint inspection with the Fire and Inspectional Services Department.