

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 schedules complete applications for hearing. 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: Licensing Commission Hearing--Hearing on Monday following all Departmental approvals of completed applications received no later than noon on the previous Friday. Applicant required to attend remote hearing.

Step Six: Approval ASAP (Anticipated maximum six business days from receipt of completed application) Licensing Coordinator notifies the applicant of approval or denial of the application by email no later than the end of the business day following the hearing.