



PLANNING & COMMUNITY DEVELOPMENT
Building & Inspections Division

Town of Ocean City
crisisapplication@oceancitymd.gov
Ocean City, MD 21842
410-289-8855

PERMIT APPLICATION – TEMPORARY OUTDOOR SEATING

APPLICATION #

I. Project Information

Address			
Restaurant Name			
Project Description			

II. Contact Information

Applicant			
Address			
Phone Number		Email	
Signature of Applicant X		Date	

III. Site Plan & Floor

USE THIS AREA TO DRAW THE SITE PLAN & FLOOR PLAN. ATTACH ADDITIONAL DRAWINGS ON A SEPARATE PIECE OF PAPER IF NEEDED

IV. Additional Information

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- The applicant attests that the information provided is true and accurate. If any information is found to be incorrect or if any information affecting the project or application changes, the establishment may be required to close until further approvals are given
- If the applicant is different than the owner, the applicant attests that permission has been given by the owner for the applicant to act as the authorized agent.

PERMIT APPLICATION – TEMPORARY OUTDOOR SEATING

Plan Requirements:

- Floorplan of the seating area (interior & exterior) where all tables, chairs, stools, bar areas, and any other arrangements where patrons will be seated
- A site plan showing the location and size of any tents or other structures used to shelter exterior seating areas
- Location of all entrances and exits from the seating area.
- If a tent is proposed and has closed sides, provide the location of entrances and on the tent
- If seating is placed in a parking lot, the plan will need to show how many parking spaces are temporarily being removed, and how many parking spaces remain
- If seating is placed in a parking lot, a minimum 20' buffer area shall be provided between any parking area and any outdoor seating area
- If seating is placed in a parking lot, barriers shall be placed around the seating area to clearly designate where seating is to be located and shall be shown on the plans
- The placement of all hand washing and hand sanitizer stations
- The layout of walkways and pedestrian traffic flow
- Trash and dumpster locations
- Pre-existing bars and wait stations
- Location of fire lanes, fire hydrants, and fire department connections
- Location of public restroom facilities
- Proposed hours of operation for outdoor seating area

Guidelines for Temporary Outdoor Seating

- All requirements contained in current Executive Orders from the Governor's Office shall be maintained in strict compliance
- All establishments are to follow current CDC & State guidelines for management and operations including physical distancing, face coverings, and hygiene for retail, food service and bar establishments
- No public way shall be used for seating or additional parking
- If tents are used for covering outdoor seating areas, they shall be limited in size to 20' x 20' and shall be anchored in accordance with the tent manufacturer's recommendations
- Tents larger than 20' x 20' shall be anchored with recommendations from a structural engineer (the recommendations shall accompany the permit application)
- Tents larger than 20' x 20' shall be a minimum of 10' away from any building
- All tents shall be taken down when wind gusts are expected to exceed 40mph
- Food preparation is not permitted under a tent, unless approved by the Health Department
- Restaurants and similar food establishments shall only serve food outdoors as specifically approved by this permit
- If an adjacent lot is to be used, provide written approval from the adjacent owner and/or tenant
- If the required parking area is to be used for seating, the seating area (including necessary walking aisles) shall not exceed 50% of the parking area capacity
- Pedestrian traffic routes are to be located a minimum of 6' away from dining areas
- All approvals shall be granted prior to the use of any outdoor area, including the Health Department, Fire Marshal's Office, Planning & Community Development, Engineering, Board of License Commissioners, etc.
- Any approval given is temporary for a period of up to 6 months, or until all indoor dining restrictions are lifted
- Approval of the Temporary Town of Ocean City, MD Permit is conditioned on meeting the applicable requirements of all review agencies including the following:
 - 1) Outdoor areas where alcoholic beverages are served or consumed must close the earlier of 10:00 P.M. (Sunday – Thursday) / 11:00 P.M. (Friday and Saturday) unless required to close earlier by the Board of License Commissioners
 - 2) No outside music or sound system shall be permitted in the temporary outdoor seating area.
 - 3) Shall it be determined by the Board of License Commissioners, that the operation has failed to abide by the required criteria, or that it is detrimental to the health, safety and welfare of the neighborhood, the Board of License Commissioners shall have the right to alter, suspend, or revoke the right to have outdoor seating
- To promote distancing, all permit communication will be through email, and a valid email address is required to accompany each application