

Borough of Haddonfield

**Outdoor Dining Permit**

**PLEASE COMPLETE THE ENTIRE PACKET**

*Pictures & Insurance forms are required for all permits!*

An application is required **PRIOR** to operating an Outdoor Dining Facility in the Borough of Haddonfield

**CHECK ONE:**

RENEWAL OF PREVIOUSLY APPROVED O.E. PERMIT FEE: \$25.00

NEW APPLICATION FEE: \$75.00

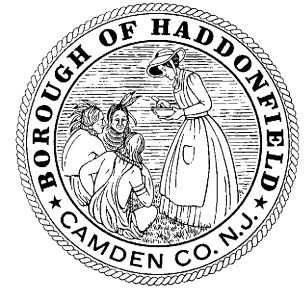
**SECTION 1 PROPERTY DATA:**

(A)	SUBJECT PROPERTY'S ADDRESS	_____
(B)	SUBJECT PROPERTY'S BLOCK	_____ LOT: _____
(C)	OWNER OF SUBJECT PROPERTY	_____ _____
(D)	PROPERTY OWNERS ADDRESS	_____ _____
<b><u>SECTION 2 – PROPERTY – OWNER'S AUTHORIZATION:</u></b>		
I hereby certify that I am (the Agent of) the Owner of Record of the Subject Property and that I am authorized to make this Application.		
_____		_____
<i>Property-Owner's Signature</i>		<i>Date</i>

**SECTION 3 BUSINESS DATA:**

(A)	FULL NAME OF BUSINESS	_____
(B)	BUSINESS-OWNERS NAME:	_____
(C)	BUSINESS OWNER'S ADDRESS:	_____ _____
(D)	BUSINESS OWNER'S TELEPHONE NO.:	_____
(E)	BUSINESS OWNER'S FAX NO.:	_____
(F)	BUSINESS-OWNERS EMAIL ADDRESS	_____
(G)	BUSINESS-OWNERS WEBSITE	_____
<b><u>SECTION 4 – BUSINESS – OWNER'S AUTHORIZATION:</u></b>		
- I hereby certify that I am (the Agent of) the Owner of the Business / Proposed Outdoor Merchandise Display and that I am authorized to make this Application.		
- I acknowledge that I have read, understand, and will comply with all of the conditions of the Borough of Haddonfield Outdoor Merchandise Display Permit program.		
_____		_____
<i>Business Owner's Signature</i>		<i>Date</i>

Borough of Haddonfield  
**Outdoor Dining Permit**  
Application Checklist and Process



**Note: An Application is required PRIOR to operating an Outdoor Dining in the Borough of Haddonfield. Permits must be renewed each calendar year.**

The following list is not necessarily an exclusive listing of all terms and conditions which may apply to a given Outdoor Dining. The applicant is required to comply with all terms and conditions of approval outlined in Ch. 151: Outdoor Eating Facilities of the Borough of Haddonfield, which can be viewed online at [LF1734135.pdf](http://LF1734135.pdf) ([ecode360.com](http://ecode360.com)) and [www.haddonfieldnj.org](http://www.haddonfieldnj.org) Borough Code of Ordinances.

**151-3: Operation, furniture, and littering regulations.**

All outdoor eating facilities permitted by this chapter must comply with the following:

- A. A safe, continuous, and level path not less than four (4) feet in width on the public right-of-way (sidewalk) shall be maintained for pedestrian traffic to pass in front of the property operating the Out Dining Facility.
- B. No outside furniture or other items may be located within two (2) feet of the curb line, with the exception of approved planters.
- C. All outside furniture or other items shall be removed from the public right-of-way (sidewalk) at the end of business each day and stored inside the business.
- D. Logos, words, signs, or symbols may not be visible on any furniture or other outdoor items.
- E. All trash and litter must be contained, cleaned up, and/or removed for appropriate storage so that there is no blowing paper or other trash on or coming from the site.
- F. Disposable items including, but not limited to, dishes, cutlery, cups, table covers, and napkins:
  - (1) Shall not be used as part of any outdoor eating facilities or seating facility where employees of the business serve patrons.
  - (2) May be used by patrons using outdoor furniture where food and drinks or alcoholic drinks are obtained inside the business premises, and there is a satisfactory plan to ensure that these disposable items do not become litter. Businesses meeting this requirement must include appropriately located trash receptacles in their plan, along with regular monitoring and cleanup by employees of the business.
- G. Pedestrian traffic shall not be impaired due to the operations of restaurants serving food and drinks or brewery, distillery, or winery salesrooms serving drinks or during set up or removal of the outdoor furniture, fixtures, and equipment.
- H. There must be a satisfactory operating plan that covers the following for each Outdoor Dining Facility:
  - (1) Cleaning and preventing the accumulation of trash, garbage, and/or liter;
  - (2) Ensuring that pedestrian traffic will not be impaired; and
  - (3) Removing all furniture, fixtures, and equipment such as tables, chairs, storage items, and other items from the right-of-way when the operations cease each day, with the exception of approved planters and lighting.

- SIGNED OUTDOOR FACILITY PERMIT APPLICATION (by Business Owner & Property Owner)** – By checking this box, you acknowledge that you have read the rules governing the operation of an Outdoor Dining Facility and will abide by these rules.

If changes have been made to the previously approved Outdoor Dining application, a new application must be submitted.

Operation of an Outdoor Dining Facility without a valid permit may result in a summons to appear in municipal court.

- Detailed Site Plan.** The Site plan must be scaled and not exceed 11' x 17', and the drawing must include the following items:

- The entire right-of-way from the building façade to the curb line in front of the building (or other proposed outdoor location) where approval for an outdoor dining facility and/or outdoor lighting is desired.
- The location of all existing and proposed features, such as trees, tree wells, planters, sidewalk materials and conditions, sidewalk width, benches, trash cans, signs, hydrants, utility poles, and similar publicity installed fixtures.
- The location, size, layout, etc., of proposed tables, chairs, umbrellas, planters, storage items, etc.
- Planters may be placed along the curb and to section off seating perpendicular to the curb but may not protrude into the four (4) foot pedestrian path.
- Businesses located in areas known as Haddy Lane and Kings Court may not have planters.

- Operational Plan:** Details of the operational plan for serving food and/or drinks, cleaning any accumulation of trash, garbage, and/or litter: for ensuring that pedestrian traffic will not be impaired, and for removing all tables, chairs, storage items, and other items which must be removed when the operations cease each day.

- Furniture Details:** Photos and dimensions of proposed furniture, including tables, umbrellas (minimum 6'8" clearance under umbrellas required), chairs, planters, and any other elements being proposed to be located on the sidewalk. Logos, words, signs, or symbols may not be visible on any furniture or other outdoor items.

- Tables and chairs – must be made of powder-coated steel, metal, resin, or steel of commercial grade. Tables and chairs shall be one color.
- Umbrellas- must be made of nylon, polyester, or pongee with aluminum poles. Umbrellas may be table umbrellas or tilt cantilevers.

- Planters Details:**

- Planters must be of fiberglass, metal, or heavy plastic.
- Shall be all one color and must be charcoal, dark grey, or black.
- Maximum total height of the plant and planter shall not exceed four (4) feet with a minimum of three (3) feet.

- Outdoor Lighting:**

- Must be exterior commercial quality, waterproof design only.
- Must be Edison Vintage Look or Globe Bulbs with black strings.
- Lighting color must be between 2200 Kelvin and 3100 Delvin (warm glow).
- **At no point shall outdoor lighting be connected to, hung from, or wrapped around a tree or Borough light post.**

**Photos:** Photos are required for renewal applications to ensure no changes have been made. If changes have been made, a new application must be submitted.

**Signs:** No signs are to be displayed in the Outdoor Eating area except those with a valid Outdoor Marketing Graphic Display Permit.

**Certificate of Insurance:** Certificate of liability insurance covering outdoor operations (with the Borough of Haddonfield listed as a Certificate Holder for liability purposes with a minimum of \$1,000,000 coverage).

**\*\*THE APPLICATION WILL BE DEEMED INCOMPLETE WITHOUT THIS FORM\*\***

ACORD™ CERTIFICATE OF LIABILITY INSURANCE						DATE (MM/DD/YYYY)
PRODUCER				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.		
INSURED				INSURERS AFFORDING COVERAGE		NAIC #
				INSURER A:		
				INSURER B:		
				INSURER C:		
				INSURER D:		
				INSURER E:		
<b>COVERAGES</b>						
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR ADD'L LTR. INSD.	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	<b>GENERAL LIABILITY</b> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO. <input type="checkbox"/> LOC				EACH OCCURRENCE	\$
					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
					MED EXP (Any one person)	\$
					PERSONAL & ADV INJURY	\$
					GENERAL AGGREGATE	\$
					PRODUCTS - COMP/OP AGG	\$
	<b>AUTOMOBILE LIABILITY</b> ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	\$
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE (Per accident)	\$
	<b>GARAGE LIABILITY</b> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
					OTHER THAN AUTO ONLY: EA ACC	\$
					AUTO ONLY: AGG	\$
	<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE	\$
					AGGREGATE	\$
						\$
						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				WC STATU- TORY LIMITS	OTH- ER
					E.L. EACH ACCIDENT	\$
					E.L. DISEASE - EA EMPLOYEE	\$
					DISEASE - POLICY LIMIT	\$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS						
The Borough of Haddonfield is named as an additional insured						
<b>CERTIFICATE HOLDER</b>				<b>CANCELLATION</b>		
The Borough of Haddonfield 242 Kings Highway East Haddonfield, New Jersey 08033				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE		

ACORD 25 (2001/08)

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The above-pictured form is an example; however, most insurance forms resemble this. The Borough of Haddonfield **MUST** be listed as a Certificate Holder on your establishment's insurance for liability purposes.

