



TOWN OF NORWOOD

Seasonal Outdoor Dining Application Form

Date: _____

Name of Restaurant: _____

Owner's Name: _____

Restaurant Address: _____

Telephone: _____ Email: _____

Owner's Mobile Phone: _____

Description of Proposed Outdoor Seating Area:

Number of Tables: _____ Number of Seats: _____

Approved Occupant Load (found on current Certificate of Inspection from Building/Fire/BOH):

Number of Restroom Fixtures: Male: _____ Female: _____ Unisex: _____

- I plan to apply for approval from the Selectmen for the sale of alcohol.
- I plan to apply for a permit from the Building Department to erect a tent.
- If available, I plan to use public space, e.g., Town owned parking spaces or sidewalks, in my outdoor dining plan. (\$250 permit fee)
- My outdoor dining plan only includes space owned privately, i.e., I will not need to lease any Town owned property in my seasonal outdoor dining plan. (\$150 permit fee)
- I plan to use an outdoor heater.

Application Checklist

- Completed Application Form
- I have completed a detailed plan and included it with this form when I submitted it to the Town of Norwood.
- I have provided the approved occupant load found on my current Certificate of Inspection the Building, Fire, and Health Departments.
- I have provided the number of male and female restroom fixtures
- Outdoor Seating Plan that meets the requirements in the MA Safety Standards for Restaurants, including location tables, number of seats, location of other stations (i.e., server station), foot traffic flow, indication of any coverings/umbrellas and other items in the area.
- Insurance Certificate
- If applicable, my application includes a beautification plan to improve the aesthetics of the concrete barriers surrounding my proposed outdoor dining area.
- I will adhere to the Massachusetts Food Code, including the prohibition of pets in outdoor dining areas.
- All plans meet the [Massachusetts Access Board standards](#).
- I have read the Seasonal Outdoor Dining Rules and Regulations.

Additional Information

If the Board of Selectmen approves your outdoor dining permit, the Town will charge you a \$150 permit fee (if you are not using publicly owned space) or a \$250 permit fee (if you are using public space). Please do **NOT** give the Town a check until the Board of Selectmen's Office notifies you that they have approved your permit.

Starting this year, 2022, we require those who use Town owned concrete barriers to improve the aesthetics of the concrete barriers. For example, applicants may attach flower boxes to the top of the Town-owned concrete barrier surrounding their outdoor dining area.

Electronic submission encouraged for quicker review and approval.

Please email application and required documents to Joe Collins at JaCollins@norwoodma.gov.

Food Service Establishment Owner's Signature: _____