



# Outdoor Dining Area Permit Application

An annual permit is required for a business wishing to use an area for outdoor dining, according to Chapter 13, Part 11 of the Borough Code of Ordinances, Outdoor Dining Areas. This section encourages outdoor dining areas in Lincoln Square and other areas of public access within the Borough where outdoor dining is legally allowed and approved to provide vibrant enhancements to pedestrian-oriented business within the Borough. A copy of the ordinance is available at the Borough Office, 59 East High Street, or online on the Borough's website: [www.gettysburg-pa.gov](http://www.gettysburg-pa.gov).

Please accurately and completely provide the requested information on this application form. An incomplete application will be returned to the applicant.

<b>Date of Application:</b> _____	<b>Outdoor Dining Area Permit Fee:</b> \$100.00 plus \$4.25 per square foot of outdoor dining area.
<b>Applicant Information</b>	
Property Address _____	
Firm/Business Name _____	
Street _____	
City, State, Zip Code _____	
Phone: ( ) _____	E-Mail _____
<b>Site Information</b>	
Width of Existing Sidewalk Adjacent to Property to be Used for Outdoor Dining Area _____	
List of Current Licenses for Food Operation _____	
Square Footage of Outdoor Dining Area _____	



# Outdoor Dining Area Permit Application

## Application Checklist

The following information must be included with this application. Failure to submit the following will result in an incomplete application; all materials will be returned to the applicant.

- \_\_\_\_\_ Proof of Current Licenses for Operation of Food Service (e.g. Certificate of Use and Occupancy).
- \_\_\_\_\_ Proof of Liquor License from the Pennsylvania Liquor Control Board (if applicable).
- \_\_\_\_\_ Dimensions of the area of sidewalk in which the outdoor dining area is proposed.
- \_\_\_\_\_ A diagram to scale of actual intended location of equipment, tables and chairs for space on sidewalk and proposed outdoor dining area as well as the proposed customer or patron capacity of the outdoor dining area.
- \_\_\_\_\_ Written consent of the property owner for operation of the outdoor dining area who is leasing the business property to the applicant (if applicable).
- \_\_\_\_\_ A Certificate of Insurance demonstrating liability insurance coverage for the intended outdoor dining area use.
- \_\_\_\_\_ Permit application fee.

**Applicant's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

### For Borough Use Only

Permit No. \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_

Inspected by \_\_\_\_\_