

VILLAGE OF SAG HARBOR

COVID-19: TEMPORARY OUTDOOR DINING APPLICATION

Version 2 – June 5th (Addendum)

Additional Guidance in Preparation of the Temporary Outdoor Dining Application

This additional guidance sheet to the Temporary Outdoor Dining Application has been prepared based upon questions received since the application was released, and to incorporate the requirements for outdoor dining contained in the NYS Guidance Memorandum issued on June 3, 2020 and Guidance from the State Liquor Authority (SLA). We are here to help. Thank you for your patience.

- New York State has authorized the “expansion of premises” for restaurants holding liquor licenses (see sla.ny.gov/new-york-state-liquor-authority-guidance-outdoor-expansion-licensed-premises-response-covid-19). The provisions allow a licensee to use contiguous outdoor space for the duration that the guidance remains in effect (currently through July 3, 2020). Certain requirements apply and notice with an updated drawing to the SLA must be submitted within 5 days. For those approvals that involve use of an area owned by others, submission must include a letter from the municipality or other entity indicating authorization of outdoor use of the premises.
- The outdoor seating Plan must contain enough detail to illustrate how the proposed tables, seats, access and other details will comply with the NYS Guidance. If a base map is not to be used, the map must provide details such as the building outline, location of entrances/exits, interior details as needed, dimensions of outdoor area and access path to the outdoor seating area. Use labels and symbols as needed for clarity.
- Plan must note the scale of the drawing & include critical measurements to demonstrate that **all tables with seats** will be separated by at least six feet in all directions from **any other tables, seats, patrons, or pedestrian thoroughfares or corridors**. This includes any doorways and frequently used routes (to serving stations, kitchen, restrooms).
- Where safe distancing is not feasible between tables (and thoroughfares), physical barriers may be used. The physical barriers must be at least five feet in height and must not block emergency and/or fire exits.
- The issuance of a temporary approval will follow an inspection of the actual layout of tables/chairs in place or, if furniture is not available at the time, the applicant may illustrate the table/seating using tape. (Note that this does not apply for new proposals for sidewalk dining).
- The temporary outdoor seating will be subject to inspections throughout the season and may occur at any time when the restaurant is serving.
- Bar seating where authorized, may occur provided a distance of at least six feet between parties can be maintained and staff may keep a distance of at least six feet from one another and customers when possible.
- Restaurants may plan for larger parties with moveable tables, as long as the six feet distance in all directions is maintained (with a maximum of 10 individuals per table).
- Applications which are complete and contain detailed plans which clearly demonstrate conformance with the State Guidance will help us to help you through this application process. The Village Planner and Building Department will expedite review of applications to the extent possible to allow restaurants that can safely accommodate outdoor dining as soon as possible.