



TOWN OF WINDSOR
TEMPORARY SIDEWALK DINING/SALES
RIGHT-OF-WAY OCCUPATION PERMIT

Permit No. _____

Submittal Date: _____

Right-of-way Occupation Permit is for the temporary placement of tables, chairs, shade structures and/or other items for outdoor dining/sales in the street/right-of-way.

Applicant: Fill out sections 1-4 only.

1. Applicant's Name: _____ Phone: _____
Email Address: _____
Address: _____
City/State/Zip: _____

2. Schedule: Start Date: _____
- Maximum Duration: Through the duration of the public health emergency per Ordinance 2020-1605 or the first snow event, whichever occurs earlier.

Item to be stored in the street/right-of-way:
[] Tables/Chairs: Quantity: _____ Size: _____
[] Shade Structures: Type: _____ Size: _____
Height/Pedestrian Clearance: _____ Quantity: _____
[] Fencing/Barriers: Type: _____ Size: _____ Mounting Method: _____
[] Space Heaters: Type: _____ Size: _____
[] Other: _____

- General Notes:
- Items must be placed fully in front of the applicant's property or with written permission of respective property owner
- Items shall not extend in to the travel lane of the street
- Items shall be placed in a manner that maintains a 6-foot wide pedestrian path
- Items must not block the flow of water within the gutter
- Items shall be mounted or anchored without causing any damage to Town property
- Space heaters shall be type approved for outdoor use, operated per manufacturer's recommendations, located at least 2-feet from any flammable object or material and approved by fire department
- Items and mounting methods shall be identified on an exhibit to this application depicting locations and dimensions reflecting all of the aforementioned items

3. Applicant hereby agrees to add the Town of Windsor as additional insured to applicant's liability insurance policy and shall provide a Certificate of Liability Insurance with this application.

4. By signing this application, the Applicant verifies that they have read, understand, and agree to all of the provisions of this permit and to all applicable Town of Windsor ordinances, State laws, and Federal laws. The undersigned declares that all information provided on this form, to the best of their knowledge, true, accurate, and complete.
Applicant Name/Signature: _____ Date: _____

Town of Windsor USE ONLY
Approved by: _____ Expiration Date: _____