



# TOWNSHIP OF ROXBURY

1715 Route 46, Ledgewood, NJ 07852

PH: (973) 448-2008 (Planning Dept.)

**Submit completed application including required attachments via email to:**

**[info@roxburynj.us](mailto:info@roxburynj.us)**

## COVID-19 SPECIAL EVENT TEMPORARY OUTDOOR RESTAURANT SEATING APPLICATION

**\*\* Plenary Retail Consumption Liquor License holders who wish to sell or serve liquor within the temporary outdoor area, must also obtain a Temporary Expansion of Premise Permit from the New Jersey Division of Alcoholic Beverage\*\***

**Name of Business:** \_\_\_\_\_

**Contact person:** \_\_\_\_\_ **Title/Position:** \_\_\_\_\_

**Address/Location:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Begin and End Date of Outdoor Seating:**

(NOT AVAILABLE PAST November 30, 2021)

From: \_\_\_\_\_/2021 To: \_\_\_\_\_/2021  
Not available past November 30, 2021

**Hours of Operation for Outdoor Seating Area:**

(MUST BE CLOSED BY 10:00 P.M.)

From: \_\_\_\_\_ a.m. / p.m. (choose one) **Cannot be earlier than 6:00 a.m.**  
To: \_\_\_\_\_ a.m. / p.m. (choose one) **Cannot be later than 10:00 p.m.**

**ATTACHMENT REQUIRED:**

A sketch (*superimposed upon an existing site plan drawing or survey, where available*) of the proposed outdoor restaurant seating area (*not to exceed 1,200 square feet*) must be submitted with the application and include the following information:

- location and size of all proposed tables and chairs
- distances to other tables and chairs
- distances from any other structures (*such as a host podium and serving stations*)
- location and size of all proposed tents, awnings and/or umbrellas

**COMPLIANCE/REQUIREMENTS OVERVIEW:**

- If within a parking lot, safety bollards or similar must be provided.
- Serving stations and host podiums located within an outdoor restaurant seating area must have plexiglass or other similar partition.
- Temporary lighting is required if the outdoor restaurant seating area is proposed to be utilized after dusk.
- All applicants are responsible for verifying that their liquor license permits the serving of alcohol outdoors.
- All businesses shall comply with all requirements established by any and all Executive Orders issued by the Governor as well as any other applicable State orders that specify social distancing requirements, applicable sanitary and cleaning standards, use of masks and partitions or other requirements, rules and/or regulations for temporary outdoor seating areas.
- The Township shall have the discretion to create additional standards for a particular property and to fashion such conditions as may be necessary to further the purposes of the Township Zoning Ordinance in Chapter 13 as well as the goals and objectives of the Township's Master Plan.
- Any permit issued shall expressly adhere to all building code regulations for tents and fire code regulations for portable heaters.

**By signing this application, you are acknowledging that you: 1). have the authority to submit this application on behalf of the business; 2). have permission from the property owner and/or landlord to conduct the activity/activities associated with this application; 3). agree to comply with all state and local laws, rules and regulations, including the terms and conditions of Roxbury Township Resolution Nos. 2020-160 and 2021-076 (04/01/2021 through 11/30/2021), any and all applicable Executive Orders or Directives issued by the Governor of New Jersey or New Jersey Department of Health, as well as any and all stipulations imposed by Roxbury Township departments and/or officials as a condition of approval of the application (if any).**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner or Landlord Name (printed) \_\_\_\_\_ Title \_\_\_\_\_ Signature of Property Owner or Landlord \_\_\_\_\_ Date \_\_\_\_\_

**APPLICANT DO NOT WRITE BELOW THIS LINE**

**COPY TO CONSTRUCTION, FIRE PREVENTION, HEALTH, PLANNING-ZONING, POLICE**

APPROVED BY \_\_\_\_\_ DATE: \_\_\_\_\_

**REV#3:** Application revised (03/23/21 per Res No. 2021-076) for extension to November 30, 2021

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