



TOWN OF BELMONT

REQUIREMENTS FOR OUTDOOR DINING ON PUBLIC SIDEWALKS

Applications need to be submitted at least 30 days prior to the commencement of outdoor seating. Outdoor sidewalk seating permitted April 15 – October 15. Licenses must be renewed yearly.

CHECKLIST FOR OUTDOOR DINING APPLICATION

- ☼ Signed and dated application form
- ☼ Proof of Business Ownership
- ☼ Copy of Town of Belmont issued Common Victualler license
- ☼ If premises are leased, copy of lease and written permission by building owner
- ☼ Permit to Operate a Food Service Establishment issued by the Belmont Board of Health
- ☼ Professionally drawn plan and all supporting documents containing the information required in order to make a decision as to the license and shall also include a plan for outdoor lighting if any is proposed
- ☼ If applicant business possesses an Alcohol License
 - TIPS or alcohol server training certificates for all managers and servers
 - Alcohol control plan including mangers plan to ensure alcohol remains only on the licensed premises and not in the sidewalk area
- ☼ Two photos of location where sidewalk seating will be placed in relation to establishment
- ☼ Non-refundable yearly application fee of \$100 (cashiers check) payable to *Town of Belmont*

CHECKLIST AFTER APPROVAL OF APPLICATION

- ☼ Certificate of Insurance naming *Town of Belmont* as additional insured
- ☼ Final Photograph of approved sidewalk seating

1. Business Applicant

Business Name & Address _____

Business Owner _____

Business Manager _____

Contact information (mailing address, phone number, email address)

(Please see reverse side)

2. Property Location own lease

If lease, please provide a letter of approval from the owner

Owner Contact information (name, mailing address, phone number, email address)

3. Do you possess a current Town of Belmont Common Victualler license? YES___ NO ___

4. Do you possess a current License for Sale of Alcoholic Beverages? YES ___ NO ___
If yes, alcohol may NOT be served at the outdoor sidewalk seating. Further, you will need to submit a plan/strategy for control of alcohol consumption at sidewalk seating.

5. Have you had a license revoked, suspended or fined by the Town of Belmont or the Commonwealth of Massachusetts within the past 12 months? YES ___ NO ___
If yes, please explain:

6. (a) Current indoor seating capacity _____
(b) Proposed seating capacity for outdoor sidewalk seating: _____

7. Days and Hours of operation:

I attest that I have read and understand the *Town of Belmont Regulations for Outdoor Dining Licenses utilizing Public Sidewalks* and agree to uphold these regulations.

Applicant

Date

Submit application with \$100 to: Town Clerk
455 Concord Avenue
Belmont, MA 02478