



Town of Riverhead
Building Department
200 Howell Avenue, Riverhead, New York 11901

(631) 727-3200 x 266, 268, 283

OUTDOOR DINING PERMIT APPLICATION

Requirements for: Outdoor Dining Permit, pursuant to Chapter 29 entitled "Outdoor Dining" July 22, 2004.

1. An application for Outdoor Dining Permit with the name and address of applicant must be completed, signed and notarized.
2. A survey showing the proposed site for the activity. (when required)
3. A sketch plan showing the proposed layout of the outdoor dining area.
4. Disclosure Application, signed and notarized.
5. The application shall be accompanied by a \$25.00 filing fee, payable to the Town of Riverhead.

Sidewalk Cafes

The Building Inspector is hereby authorized to grant revocable permits for the use of the sidewalks for sidewalk cafes upon the following terms and conditions. No sidewalk café may be operated except:

1. As an accessory to a restaurant or retail food store lawfully operating with a ***Valid Use Permit*** on the first floor of premises in the downtown zoning use districts;
2. On the sidewalk adjoining the principal place of business of such entity no closer than three feet from the curb;
3. By the entity which operates the restaurant or retail food store,

For further requirements, see Chapter 29 of the Riverhead Town Code. (Attachment)

Should you have any questions about the application please contact the Building Department at 631-727-3200 x 266

APPLICATION FOR OUTDOOR DINING PERMIT

Application No. _____ Date: _____ Permit No. _____ Date: _____
Permit Expires: _____ Zoning District: _____ Disapproved Zoning: _____
Approved By: _____ Building Fee: _____ Electrical Fee: _____ Receipt: _____

All information below to be filled out by Applicant: A permit must be obtained before the intended use. This application is to be submitted showing the proposed site for the activity, along with a sketch plan showing the proposed layout of the Outdoor Dining Area.

The owner of the property is:

(Name)

(PO – Address)

The person responsible for the operation of the outdoor café' and compliance with the Zoning Code:

(Name)

(PO – Address)

() () ()

(Phone Contact)

(Fax Number)

(Cell Number)

Physical Address

Will the Dining Area be Located on Municipal Property?

Yes

No

Amount of Bond \$ _____ (To be determined by the Town Attorney)

All outdoor dining areas must be arranged to comply with the New York State Fire Prevention and Building Code, and the town code of the Town of Riverhead.

AFFIDAVIT:

Town of Riverhead)
County of Suffolk) S.S.
State of New York)

*I swear that to the best of my knowledge and belief the statements contained in this application, together with the plans and specifications submitted, are true and complete statements of proposed dining area to be done on the described premises and that all provisions of the **New York State Fire Prevention and Building Code, and the town code of the Town of Riverhead.** , and all other laws pertaining to the proposed dining area shall be complied with, whether specified or not, and that all inspections are authorized by the owner and the person responsible for the operation of the **Outdoor Dining Area, and that the property has no outstanding violations.***

Sworn to before me this _____ day

of _____, 20_____

Signature _____

(Owner, Owner's Agent, Architect, Contractor)

(Notary Public, Suffolk County, New York)

**READ THIS DOCUMENT CAREFULLY
YOU MAY CONSULT YOUR ATTORNEY BEFORE COMPLETING.**

**Disclosure Affidavit
For Outdoor Dining**

STATE OF NEW YORK)

SS:

COUNTY OF SUFFOLK)

I, _____ an applicant for
the following relief: _____ and being
(Type of Permit)
duly sworn, deposes and says:

That I make and complete this affidavit under the penalty of perjury and swear to the truth thereof.

knowing failure to provide true information is punishable as a misdemeanor. Being so warned, I state:

That _____, is a State Officer, is
(Relative)

an officer or employee of Riverhead Town, and:

That this person has an interest in the person, partnership or association requesting the above stated relief.

That for the purpose of this section, an officer or employee shall be deemed to have an interest in the applicant where he, his spouse, or their brothers, sisters, parents, children, grandchildren or the spouse of any of them.

- a. is an applicant,
- b. is an officer, director, partner or employee of the applicant,
- c. legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association, applicant, or
- d. Is a party to an agreement with such an application, express or implied whereby he may receive any payment or other benefit, whether or not for services rendered, dependant or contingent upon the favorable approval of such application, petition or request.
- e. That ownership of less than five (5) per cent of the stock of a corporation whose stock is listed on the New York or American Stock Exchange shall not constitute an interest for the purpose of this section.

(Signature)

Sworn to before me this _____ day

of _____, 20_____.

(Notary Public, Suffolk County, New York)