



## Outdoor Dining Area Expansion Application

### Program Overview

The temporary outdoor dining area expansion program authorize temporary site plan modifications to permit the establishment of or expansion of outdoor service areas for the 2022 outdoor seating season through November 15, 2022, under the following conditions:

1. Capacity added by the modified site plan may not exceed either a) the current capacity limits of any approved site plan or b) under any Pandemic Order or Emergency Order issued by public health officials.
2. The restaurant must seek and be granted approval of a right-of-way license to use any public or private property that is not currently on or a part of its site.
3. If the proposed expansion is in a parking area the number of required parking spaces provided on that site shall be reduced by no more than 25%.
4. If alcohol is to be served in the added service area the restaurant must be in compliance with MLCC licensing and regulations.
5. The use of outdoor heating elements must be in compliance with the Fire Code and any other applicable codes.
6. The modified site plan reverts to the current approved or modified site plan unless otherwise approved by City Council upon the expiration of Policy Resolution 2022-04.
7. The application for a modified site plan pursuant to this resolution must be in compliance with the City Code.
8. The \$250 Site Plan modification application fee shall be temporarily waived until November 15, 2022, or until such time that Council determine it is appropriate to reinstate fees for such purposes.
9. Approval of a temporary expansion of outdoor seating area may be revoked at any time for violations of City Code

Be prepared in advanced for application attachment requirements!

- **Site Plan Drawings (required):** The drawing should include detailed dimensions and be at a scale of not less than 1" equals 20'. It must show the businesses adjacent to the space in question, the doorways, trees, trash

receptacles, signs, utility poles, parking meters and other public and private amenities that are within twenty feet of the space to be used. If a fence is to be used to enclose the space, a drawing of the fence showing the height, material, design and method of fastening must also be included. Applicants will be required to resubmit the drawing if it is not complete which will delay the review of the Right-of-Way Application.

- **Proof of Current Liability Insurance (if applicable):** Proof of current liability insurance is only required for applicants requesting the use of the public right-of-way (City property) for expanded outdoor seating areas. The City of East Lansing must be listed as the certificate holder on the proof of liability insurance and only needs to be listed as an additional insured if the expansion is on City property.
- **Legal Lease Agreement (if applicable):** This is a formal legal agreement between the adjacent, private property owner and the business owner submitting a temporary expansion of restaurant service to outdoor areas onto adjacent, private property. The legal lease agreement must be signed and notarized.

#### Michigan Liquor Control Commission

Please reference MLCC's [Reopening Frequently Asked Questions](#) document for information on complying with MLCC licensing and regulatory requirements.

Contact [business.support@cityofeastlansing.com](mailto:business.support@cityofeastlansing.com) for assistance!



## Outdoor Dining Area Expansion Application

### Business Information.

Please provide the business information requested below.

**\* 1. Business Information.** Please provide the requested business information below for the location of the application for temporary expansion of restaurant service to outdoor area.

Business Name

Business Street Address

**\* 2. Business Information.** Please provide the requested business contact person information below for the business requesting a temporary expansion of restaurant service to outdoor areas on the property indicated above.

Business Contact Person Name

Business Contact Person Email Address

Business Contact Person Phone Number



## Outdoor Dining Area Expansion Application

### Existing Conditions

3. Indoor Seating Existing Conditions. Please provide the requested information below regarding existing conditions for indoor seating. If no indoor seating currently exists, then enter 0 for each attribute.

Square Feet	<input type="text"/>
Dimensions	<input type="text"/>
Occupancy Limit	<input type="text"/>

4. Outdoor Seating Existing Conditions. Please provide the requested information below regarding existing conditions for outdoor seating. If no outdoor seating currently exists, then enter 0 for each attribute.

Square Feet	<input type="text"/>
Dimensions	<input type="text"/>
Occupancy Limit	<input type="text"/>



## **Outdoor Dining Area Expansion Application Private Property**

\* 5. Will private property be used for the proposed outdoor seating area expansion?

Yes

No



## Outdoor Dining Area Expansion Application

### Proposed Outdoor Seating Expansion on Private Property

6. What are the dimensions of the proposed seating area expansion on private property?

7. How many square feet of private property will be used?

8. How many outdoor tables are being proposed on private property?

9. How many outdoor seats are being proposed on private property?

10. Will the temporary expansion of restaurant service to outdoor areas occur on any adjacent, private property other than the property listed

Yes

No



## Outdoor Dining Area Expansion Application Adjacent Private Property

11. Property Owner Information. Please provide the requested property owner information below for the location of the application for temporary expansion of restaurant service to outdoor area.

Property Owner  
Contact Person  
Name

Property Owner  
Company/LLC (if  
applicable)

Property Owner  
Mailing Address

Address 2

Property Owner  
City/Town

State/Province

ZIP/Postal Code

Property Owner  
Email Address

Property Owner  
Phone Number

## \* 12. Legal Lease Agreement

This is a formal legal agreement between the adjacent, private property owner and the business owner submitting a temporary expansion of restaurant service to outdoor areas onto adjacent, private property. The legal lease agreement must be signed and notarized.

Choose File

Choose File

No file chosen





## Outdoor Dining Area Expansion Application Public Property

\* 13. Will the public right of way be used for the proposed outdoor area expansion?

Yes

No



## Outdoor Dining Area Expansion Application

### Proposed Outdoor Seating Expansion on Public Property

Proposed use of public right of way information.

14. What are the dimensions of the proposed seating area expansion on public property?

15. How many square feet of public right of way will be used?

16. How many tables will be placed in the public right of way?

17. How many seats will be placed in the public right of way?

18. Will 5 feet of continuous public right of way be maintained for safe pedestrian access?

Yes

No

**19. Will alcohol be served in the public right of way?**

Yes

No

**\* 20. Proof of Current Liability Insurance**

Proof of current liability insurance is only required for applicants requesting the use of the public right-of-way (City property) for expanded outdoor seating areas. The City of East Lansing must be listed as the certificate holder on the proof of liability insurance and only needs to be listed as an additional insured if the expansion is on City property.

Choose File

Choose File

No file chosen



## **Outdoor Dining Area Expansion Application**

### **Proposed Use of Parking Spaces**

\* 21. How many parking spaces will be used for the proposed outdoor seating area expansion?



## **Outdoor Dining Area Expansion Application Project Description**

**\* 22. Please provide an illustrative description of the proposed temporary expansion of restaurant service to outdoor areas.**



## Outdoor Dining Area Expansion Application Application Attachment Requirements

### \* 23. Site Plan Drawing

All site plans must demonstrate social distancing requirements as established by the most recent Executive Orders. The drawing should include detailed dimensions and be at a scale of not less than 1" equals 20'. It must show the businesses adjacent to the space in question, the doorways, trees, trash receptacles, signs, utility poles, parking meters and other public and private amenities that are within twenty feet of the space to be used. If a fence is to be used to enclose the space, a drawing of the fence showing the height, material, design and method of fastening must also be included. Applicants will be required to resubmit the drawing if it is not complete which will delay the review of the Right-of-Way Application.

Choose File

Choose File

No file chosen