

**Temporary Approval for Outdoor Dining Spaces and
Personal Service Stations Submittal Checklist
City of Southfield Planning Department
May 2020**

- Administrative Site Plan application
- \$290 (\$250 Administrative Site Plan fee + \$40 application fee)
- Two sets of site plans or aerial photographs (to-scale) indicating the following:

- Locations and dimensions of the proposed Outdoor Dining Spaces or Personal Service Stations on designated hard surfaced or parking areas
- Details on how Barrier-Free accessibility will be maintained (indicate and label existing/proposed 5' route of accessibility)
- Table/chair/station layout with the following restrictions:

25-50% increase in table capacity permitted (for restaurants)

Indicate number of existing interior tables:	
Number of proposed exterior tables (do not count exterior tables that have already obtained Planning Department approval):	

25-50% increase chair/station capacity (for personal services)

Number of existing interior chairs/stations:	
Number of proposed chairs/stations:	

- Locations, sizes, materials, colors, and details of any proposed tents or canopies including anchoring details (note: separate tent permit from the Building Department will be required)
- Location and types of separation devices (i.e. landscaping, planter boxes, and/or fences and railings) between Outdoor Dining Space or Personal Service Station and sidewalks/driveways. If tables or chair/stations are located within a parking space or area, show and label temporary physical barrier (i.e. wheel chocks, planter boxes, decorative fencing, platforms, etc.)

Provide details or specification sheets on means of separation as described above (height, materials, colors, photographs, plant types, etc.)

Verification of valid Certificate of Occupancy for business applying

Date CO issued:	
-----------------	--

Additional Stipulations:

1. Must comply with the provisions of State of Michigan Executive Order 20-59 and all subsequent amendments, including, but not limited to, authorization to resume business operations, social distancing, party size, and occupancy requirements as set forth therein.
2. Must comply with all applicable Fire Department and Code regulations and requirements, including approval for outdoor tents, to ensure Fire Department access is not impeded.
3. Must comply with all State and County Department of Health regulations.
4. Must comply with the Michigan Building Code.
5. Seating areas and pathways must also comply with State of Michigan Barrier-Free and Federal ADA requirements.
6. All temporary outdoor dining areas and personal service stations must be maintained in a clean and orderly manner.
7. Tables, chairs, and stations must be sanitized/disinfected between customer use.
8. Hand sanitation stations are encouraged and should be made available by the business operators in or near Outdoor Dining Spaces and Personal Service Stations, as feasible.
9. Face coverings/masks are to be worn by patrons and/or employees within Outdoor Dining Spaces and Personal Service Stations, as feasible and when possible and unless pre-empted by State of Michigan requirements.
10. Permitted April-October within a calendar year. Applicants must re-apply annually.
11. Hours of operation of Outdoor Dining Spaces and Personal Service Stations must be consistent with the current hours of operation of the existing business (unless restricted further by State Executive orders).
12. Any nuisances (including, but not limited to, noise, parking issues, etc.) that arise from Temporary Approvals for Outdoor Dining Spaces and Personal Service Stations must be mitigated by the applicant and/or property owner to eliminate all negative impacts on surrounding properties. Failure to do so could result in revocation of Temporary Approval, in which case all exterior appurtenances are required to be removed within 7 days of revocation.

13. Once approved and Outdoor Dining Spaces and Personal Service Stations are set up per the approved Administrative Site Plan, must contact the Planning Department at 248-796-4150 to set up a site inspection PRIOR to commencement of exterior operations.

I, _____, acknowledge the aforementioned information and will comply with all City regulations pertaining to Outdoor Dining Spaces and Personal Service Stations within the City of Southfield.

Signature

Date