



## Outdoor Dining Program Process and Application

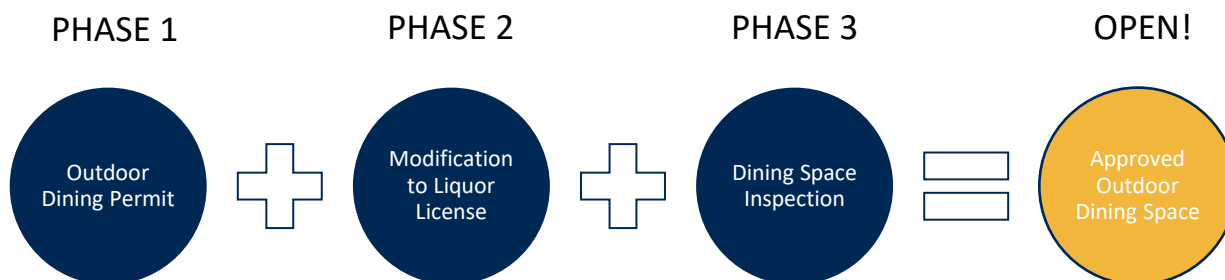
City of Glenwood Springs  
101 W 8th Street  
(970)384-6411

### Outdoor Dining Program

City staff will review your information for compliance with the eligibility criteria, applicable Municipal Code requirements, and program guidelines. **To avoid delays, it is imperative that you provide an application that contains all the required information listed below by phase.**

#### Process

A new applicant will follow a 3-phase process. Phase one will include submitting an outdoor door permit to Community Development. Dependent upon phase 1 approval, phase 2 requires the applicant to modify Liquor License. Modification is only required if business will be serving alcohol within the Outdoor Dining Area. Once an applicant has successfully completed phases 1 and 2, the applicant may start setting up outdoor dining in approved area. Before opening to the public, the applicant must complete a phase 3 inspection.



### PHASE 1: OUTDOOR DINING PERMIT CHECKLIST

*\*Submit materials to Community Development*

#### 1. Planning Application

- Complete and sign the application form, [available here](#)

#### 2. Outdoor Dining Program Inter-Agency Sign-Off Sheet. Submit an Inter-Agency Sign Off Sheet, [available here](#).

#### 3. Narrative Description

- Provide a brief written description of your restaurant and how you intend to utilize the outdoor dining area. For instance, discuss hours of operation; location of your outdoor dining area; if you intend on serving alcohol; initial Occupancy Load; how many tables and chairs will you be adding; how will the furnishings be secured; do you plan to have music; will you be adding lighting, if so, where will the fixtures be located and how will you obtain electricity; are you constructing a platform; will you be adding any signs; and

any other information that you want to include to help the City understand how you intend to utilize the outdoor space.

**4. Site Plan**

- a. Please provide dimensions of proposed outdoor dining space including a number of tables, lighting and heaters if any. (Does not have to be architectural unless involves construction)

**5. Photos, Drawings, or Cut Sheets:**

- Provide photos, drawings of manufacturer cut sheets of the furnishings you propose using in your outdoor dining area (ex: tables, chairs, barriers, umbrellas, light fixtures, and heaters).

**6. Construction Details:**

- If your project involves construction of a temporary or permanent platform, you will need to submit a building permit application and construction drawings. Building permit applications are [available here](#).
- Do not bolt the dining area into the Right-Of-Way. If the Right-Of-Way is damaged due to bolting the dining area, you will be required to replace damaged area.

**7. Insurance:**

- Provide proof of liability insurance in the amount of \$1 million, with the City of Glenwood Springs named as an additional insured party.

**8. Application Fee: \$75**

**9. Rental Fee:**

- a. Rental rate is \$1.75 per square foot of the proposed dining area. For example, if business proposes 300 square feet for outdoor dining space they would be charged \$525 annually.

**10. Submission/Approval:**

- a. Please send the completed application including all above-listed materials **to Emery Ellingson at [emery.ellingson@cogs.us](mailto:emery.ellingson@cogs.us)**. Phase 1 approval will include Fire, Parks and Recreation, and Community Development Department. The lease is valid for 1 year. *Business will be required to renewal lease on an annual basis.*

**PHASE 2: MODIFICATION OF LIQUOR LICENSE CHECKLIST**

*\*Only required if serving alcohol in outdoor dining area.*

*\*Submit materials to City Clerk.*

**1. Completed Forms**

- Lease: Signed city lease from approved Outdoor Dining Permit (*phase 1*).
- State Liquor license modification: State application form [DR 8442](#). Please download and keep a copy for your records. In answering question #9 (a.), please describe the proposed changes proposed but do not fill out (b.) as these permits are only for how long the State allows them to be.

**2. Diagrams** (no larger than 8 1/2x11", does not have to be architectural.) to include existing and proposed temporary addition, showing:

- Please outline area to be included in bold, black marker. b. How the areas are contiguous to the current facility, with a path of travel (if need be).

- Confirming the new boundaries do not encroach or overlap another’s liquor licensed premises.
  - Showing and labeling on the proposed diagram the types of barriers that will be utilized to denote the boundary (i.e. ropes, planters, blocks, etc.), ingress and egress points, along with the required warning sign postings.
- 3. Possession**
- documents for the new areas will need to be included. This item could be a revised lease, contract, deed or other that could be a signed letter from the landlord, allowing the licensed entity to use the proposed area. (*Submit signed city lease*)
- 4. Fees \$150**
- Payments(\$150) are excepted by check. Checks need to be made out to the Department of Revenue and submitted to Ryan Muse, City Clerk, located on the third floor of City Hall, 101 W 8th Street Glenwood Springs, CO 81601. Please note that there are no additional fees required to remove this temporary addition.
- 5. Submission/Approval:**
- Please send the completed application including all above-listed materials to City Clerk **Ryan Muse** at [ryan.muse@cogs.us](mailto:ryan.muse@cogs.us).

### **PHASE 3: INSPECTION**

1. Final Approval
  - a. **Before opening** the dining area to the public contact the inspection line at **970-384-6432** to schedule a final inspection. A final inspection will include approval from Fire, Parks and Recreation, and Community Development.