



# Seasonal Outdoor Customer Seating

## City of Rye, New York Planning Department

1051 Boston Post Road, Rye, New York 10580

Phone: (914) 967-7167

Fax (914) 967-7185

[www.ryeny.gov/planning.htm](http://www.ryeny.gov/planning.htm)

**A. Establishment Name:** \_\_\_\_\_

**B. Applicant or Representative:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**C. Property Owner:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**D. Property Information:**

Street Address: \_\_\_\_\_

City: Rye State: NY Zip: 10580

Property Area \_\_\_\_\_

(Acres): \_\_\_\_\_

Tax Map Sheet: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Designation: \_\_\_\_\_

**E. Application Information:**

Area of outdoor seating: \_\_\_\_\_

Number of tables: \_\_\_\_\_

Size of tables: \_\_\_\_\_

Table material type and color: \_\_\_\_\_

Number of chairs: \_\_\_\_\_

Chair material type and color: \_\_\_\_\_

Days and hours of outdoor seating: \_\_\_\_\_



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### F. Application Submission Information

1. A plan shall be provided with appropriate dimensions showing the following:
  - The size and configuration of the outdoor customer seating area and the extent of encroachment (if any) on adjacent City property. If seating is proposed in front of an adjacent establishment the owner/operator of that adjacent establishment and property owner shall also endorse this application.
  - The location of adjacent buildings and storefront entrances.
  - Dimensions to City curb and other existing obstructions (e.g. trees, signs, planters or other street amenities)
2. If any outdoor customer seating is located on City property the applicant shall provide the City of Rye with an insurance certificate naming the City as an additional insured in the amount of \$2 million and shall provide a signed and notarized indemnification and hold harmless agreement.
3. Fees:
  - Application Fee: \$500
  - License Fee: \$100 per table (*applicable to applications located on City property*).
4. Applications must be submitted not less than ten days before a Planning Commission Meeting. Upon submission of an application the applicant shall post in the front window of the establishment the following sign having a minimum size of 2 feet by 3 feet. The size of lettering shall be a minimum of 2 inches, except that the words "PUBLIC NOTICE" appearing at the top of the sign shall have no less than 5 inch high lettering.

#### PUBLIC NOTICE

AN APPLICATION FOR SEASONAL OUTDOOR CUSTOMER SEATING HAS BEEN SUBMITTED FOR THIS ESTABLISHMENT AND WILL BE CONSIDERED BY THE RYE CITY PLANNING COMMISSION AT ITS NEXT AVAILABLE MEETING.

ADDITIONAL INFORMATION IS AVAILABLE AT THE CITY PLANNER'S OFFICE AT RYE CITY HALL, 1051 BOSTON POST ROAD.

5. **For applications located in the B-1, Neighborhood Business, District Only.** At the time of filing of the application the applicant shall provide evidence of mailing via certified mail (no return receipt) and a copy of the notice of outdoor customer seating (attached to this application). The notice shall be mailed not less than ten (10) days before filing of this application with the City Planning Department and shall include all properties within five-hundred (500) feet of the subject property. The addresses (in mailing label format) of area property owners can be found using the "abutters" function on the City's online mapping application at [www.ryeny.gov](http://www.ryeny.gov).



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### G. Signatures

By signing this application the applicant attests that to the best of his or her knowledge all information provided herein is accurate and truthful. The signature of the applicant and owner also grants consent to having any City Staff or Board or Commission members responsible for of the review or approval of this application to enter the property of the subject application.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature(s)

\_\_\_\_\_  
Date

### H. Approvals

This application for seasonal outdoor customer seating was approved by the Planning Commission on \_\_\_\_\_ subject to the information provided in Section E of this application, the restrictions of 197-86, Table B, Column 3 of the Rye City Code and the following:

1. Outdoor customer seating shall not be permitted before April 1 or after October 31.
2. All tables, chairs and any related equipment must be stored inside of the building or removed from City property during prohibited hours.
3. The type and number of tables and chairs and the location of outdoor dining area shall be limited to that provided on the application form and accompanying plan.
4. The outdoor dining area shall not interfere with building access by the handicapped and shall comply with all applicable requirements of the Building Code of New York State.
6. The outdoor dining area shall be maintained in a neat and clean condition.

#### For Planning Department Use Only:

Approval Stamp:



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# NOTICE

*(This Notice is required for properties located in the B-1 Zoning District Only)*

An application for seasonal outdoor customer seating is being made to the City of Rye, New York For a property located at:

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*(Insert property address)*

This application will be considered by the Rye City Planning Commission at its meeting on:

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*(Insert date of Planning Commission meeting)*

All members of the public are invited to attend meeting. Please contact the City Planning Department for more information about this application at [planning@ryeny.gov](mailto:planning@ryeny.gov) or call 914-967-7167.

This notice is being submitted to you by: \_\_\_\_\_

*(Please print Name)*

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*(Date at least 10 days before Planning Commission Meeting)*