



## City of Annapolis

### DEPARTMENT OF PLANNING AND ZONING

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Dear Restaurateur:

I hope you are managing these difficult times and hopefully beginning to see a light at the end of the tunnel. Annapolis is such a unique place and our restaurants are part of what makes us a destination.

Because some restrictions on restaurants have been lifted in Anne Arundel County, the City is preparing to make outdoor dining as easy and safe as possible in the near future. We have created a special event application process for restaurants to request expansions of their premises to allow outdoor dining in areas not previously authorized, including both the use of private and public property.

To help us, please contact the head of your business association and coordinate with the leadership of this organization. If you all submit the application with one point person, it will be much more expedient for the City to work through approvals.

Remember, social distancing and sanitary practices must be maintained when outdoor dining is permitted. Please refer to the State of Maryland's "Best Practices for Businesses to Reopen for Restaurants and Bars." The link for that guidance is provided here:

<https://commerce.maryland.gov/Documents/BusinessResource/Restaurants-bars-COVID-19-BestPractices.pdf>

If you are interested in outdoor seating that is not currently authorized for your establishment, we request you take the following steps:

**Step One:** Contact your business association president and request inclusion in district application.

Business Association Contacts:

- Downtown Annapolis: Downtown Annapolis Partnership: <https://www.downtownannapolispartnership.org/>
- Main Street: Red Red Wine Restaurant: <https://www.redredwinebar.com/>
- Forest Drive: South Forest Business Association: <https://sofoannapolis.com/>
- Eastport: Eastport Business Association: <https://www.eastportbusinessassociation.org/>
- West Annapolis: West Annapolis Business Affiliation: <https://www.west-annapolis.com/>
- Maryland Avenue: Maryland Avenue & State Circle Association: <https://www.facebook.com/marylandavenueandstatecircle/>

If you are not located within one of these associations, please contact business association in closest proximity to your business.

**Please note, the hours for expanded outdoor seating:**

- **Music off at 9:30 pm**
- **Outdoor seating ends no later than 11:00 pm.**

**Step Two:** Prepare information for your association's application that includes:

- A narrative description of what you plan to do and when
- A sketch of your outdoor table service area that includes:
  - Number and location of tables spaced to accommodate 6 feet social distancing between each seated party

- Location of outdoor table service area within reasonable distance of the restaurant
- Description of how dining area will be cordoned off from general public (ropes, planters, cones, etc.)
- Points of access to restroom facilities
- If dining area is to include use of public sidewalks, a continuous 3' foot wide pedestrian pathway
- If dining area is to include use of parking lots,
  - Location of all ADA accessible parking
  - Depict traffic flow into, out of, and within the site
  - Depict means of ingress and egress for emergency vehicles
- Written proof of a current insurance policy or rider establishing that the business is currently insured. Coverage shall be maintained in full force and effect throughout the duration of the Special Event as follows: Commercial General Liability Insurance Policy, including contractual liability, written on an occurrence basis, in adequate quantity to protect against legal liability arising out of the Special Event, but no less than \$1,000,000.00 per person and \$2,000,000.00 per occurrence in the aggregate, using a Combined Single Limit for bodily injury and property damage.
- Combined Single Limit for bodily injury and property damage; and Workers Compensation insurance as required by Maryland law, with limits of at least \$100,000.00 per accident and \$500,000.00 per occupational disease for each employee.

Please check with your business association for further information about insurance and indemnification requirements.

**Step Two:** Letter of Permission from Owners of Adjacent Properties Used for Outdoor Dining Service (if applicable)

**Step Three:** Apply for a Tent Permit (if desired)

Tents will not be required for outdoor table service, however a tent permit will still be required to use a tent larger than 120 square feet. Applications for tent permits may be found here:

<https://www.annapolis.gov/DocumentCenter/View/884/Tent-Stage-or-Other-Temporary-Structure-Permit-PDF>

**For these permits, please apply individually to the Department of Planning and Zoning. Please make sure that the permit applications includes a flame spread rating certificate.**

Our goal is to ensure that your customers will be confident that Annapolis and your establishment are safe places to visit and enjoy outdoor dining. It is in all our interests that every establishment abide by all state and local Covid 19 requirements. Please be advised that failure to abide by any State or local executive orders regarding public gatherings and other Covid-19 related restrictions will be grounds for the City to void approval for outdoor seating. All business use must operate in accordance with CDC and Maryland Department of Health Covid-19 guidelines.

If you have any questions, please contact Sally Nash at 410.260.2200, extension 7792, or by email at [snash@annapolis.gov](mailto:snash@annapolis.gov)

Sincerely,



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