



2020 Temporary Outdoor Sales Registration Form

Mail/Email Forms to:
 City of South St. Paul
 Attn: Michael Healy
 125 3rd Ave N
 South St. Paul, MN 55075
mhealy@southstpaul.org

General Information	
<p style="text-align: center;">In response to the COVID-19 pandemic, the South St. Paul City Council has approved an interim policy that allows an administrative review of temporary and/or expanded outdoor sales areas. City Council approval is still required if a business with an on-sale liquor license is seeking to sell/serve alcohol in a new area not covered under their existing liquor license.</p>	
Business Name:	
Property Address:	
Business Contact:	Phone:
Email:	
Property Owner:	Phone:
Email:	

Part 1 – To Be Completed by All Businesses		
<p>Please read and initial each box to confirm all parties understand the provisions and standards for outdoor sales areas.</p>		
Business Owner Initials	City Staff Initials	Requirement
		No portion of outdoor service area may be located within any public right-of-way (sidewalks/trails, boulevards, streets, etc.) without written approval from the governing authority and an approved traffic control plan that mitigates any potential adverse impacts.
		Outdoor service area should be set back a safe distance from roads and public right-of-way, and cannot be located within required parking lot drive aisles if the parking lot is still going to be used for parking vehicles.
		Outdoor service area cannot interfere with any pedestrian walkways or impede ADA accessible routes intended for the general public. A minimum four (4) feet wide area shall remain clear on walkways for entry into the buildings and adjacent uses.
		The outdoor service area shall comply with all applicable ADA accessibility requirements
		The outdoor service area shall be kept in a clean, sanitary, and in orderly manner. No food or beverages will be stored outdoors.
		Landscaping removed or damaged by the temporary dining area will be replaced no later than September 1, 2021.
		No items shall be displayed, stored, or served outside of the approved sales area.
		The outdoor business activity and sales shall comply with all noise ordinance regulations. New outdoor service areas within 200 feet of a residential property may not have amplified music without a special event permit.

Business Owner Initials	City Staff Initials	Requirement
		The outdoor service area shall conform to all fire and building codes (i.e. codes relating to the number and type of exits that are required). Outdoor seating cannot block ingress or egress to the building. Access shall be provided to all of the building's fire department features such as the fire department connection, fire alarm room, and fire hydrants.
		The business owner and property owner (if different), understand that all temporary outdoor sales areas must be removed by no later than November 1, 2020. If the City Council terminates the interim policy prior to that date, the business owner agrees to remove the temporary outdoor sales area within ten (10) business days of termination.
		Tents and canopies shall be permitted so long as their design and openness to the outdoors is consistent with any requirements established by Executive Orders. The business owner and property owner (if different), understand that a fire department inspection is required if a tent exceeding 400 square feet or a canopy (open on all sides at all times) exceeding 700 square feet is proposed. Please call South Metro Fire Department at 651-552-4176 to schedule an inspection.

Part 2 – To Be Completed Only by Bars & Restaurants

Complete this section if the outdoor sales area is a dining area for a bar or restaurant.

Business Owner Initials	City Staff Initials	Requirement
		Total dining capacity including expanded outdoor dining area may not exceed seating capacity and distancing requirements established by Executive Orders.
		Approximate minimum parking of 1 space per 3 outdoor dining seats must be maintained. The business must demonstrate that they have adequate parking availability for customers. Both off-street and on-street parking spaces shall be considered as well as bicycle parking.
		If off-street parking is being provided at the business, the business must ensure that it maintains the same number of ADA compliant handicapped parking stalls that it has during normal operations.
		Hours of operation of an outdoor dining will/shall be restricted to the hours of operation of the restaurant's interior space. Outdoor dining area shall not operate between the hours of 1:00 a.m. and 7:00 a.m. New outdoor dining areas shall close by 10 p.m. if located within 200 feet of a residential property.

Part 3 – To Be Completed Only by Alcohol License Holders

Complete this section if alcohol will be sold, served or consumed in the temporary outdoor dining area.

Business Owner Initials	City Staff Initials	Requirement
		The temporary outdoor dining area will be completely enclosed by fencing or a similar barrier.
		The applicant certifies that all federal, state, and City alcohol regulations shall apply to the temporary outdoor dining area and compliance shall be met.

All Businesses - Required Documentation

All businesses must read, sign, and submit this form before temporary outdoor sales areas are added. Completed forms can be mailed to City Hall or emailed to mhealy@southstpaul.org

Once applications are approved, the listed business contact will be notified.

All restaurants must submit a dimensioned site plan of the proposed dining area, including table locations, number of seats, fence/barrier locations, ingress/egress locations, and canopy cover information (if proposed).

Alcohol license holders must submit a certificate of liquor liability insurance indicating coverage is extended to the temporary outdoor dining area. Alcohol license holders must identify an outdoor seating area that is compact and contiguous to the on-sale liquor establishment, and such seating area must be approved by the City Council.

By signing below, I hereby certify the following:

- The information provided on this form is correct and up to date.
- I will comply with all building code and fire code regulations and understand that violations of such codes may be grounds for revocation of my ability to install a temporary outdoor sales area.
- I have read and acknowledge the City standards (outlined in parts 1-3) regarding temporary outdoor sales areas.
- I understand the City may inspect the outdoor sales area any time to enforce compliance with the above provisions. Additionally, the City may require the temporary outdoor sales area to be closed if it is detrimental to the health, safety and welfare of the general public.
- (For alcohol license holders) I understand that this application alters the licensed premise of my alcohol license. Any violations of Federal, State or City regulations in the temporary outdoor dining area may result in civil or criminal penalties against me or my license. I further understand that liquor liability insurance must be kept in-force for the temporary outdoor dining area.

Business Owner Signature

Date

Property Owner Signature

Date

City Staff Approval

Date