



Application for Temporary Outdoor Seating Area

Due to impacts on businesses from the COVID-19 virus, the City of Chamblee is allowing restaurants to utilize the Special Event process to create temporary outdoor dining areas on private property to meet social distancing requirements established by the State. Establishments with a valid alcohol license may also serve alcoholic beverages in these temporary outdoor seating areas subject to all other provisions of the City of Chamblee Code of Ordinances related to the consumption of alcohol.

A permit request may be denied if determined that: the event will disrupt traffic within the city beyond a practical solution; the event will interfere with access to fire stations or fire hydrants; the event will cause undue hardship to adjacent businesses or residents; the event will require the diversion of so many public employees that allowing the event would unreasonably deny service to the remainder of the city; the event might otherwise interfere with the public welfare, peace, safety, health, good order and convenience of the general public; the application contains incomplete or false information; the applicant fails to comply with requirements of the *Chamblee Code of Ordinances*.

Please submit the attached **Special Event Permit Application** and required supplemental materials (detailed in the checklist below) via email to chambleedevelopment@chambleega.gov. No application fee is required. If approved, the permit will be valid for up to 14 calendar days. Applicants may request an extension by submitting a new application. Most applications will be processed within two (2) business days following receipt.



Application Checklist

Application Requirements:

- Completed Special Event Application for Temporary Outdoor Seating Area

Application Required Attachments (not all may apply):

- Overall Site Plan (may be hand drawn) of the temporary outdoor dining area.
 - All property boundaries;
 - All existing buildings, structures, sidewalks, parking and curb cuts permanently located on the site;
 - Any proposed temporary seating areas, demonstrating the total number of tables and chairs;
 - Minimum spacing between proposed seating areas;
 - Any parking spaces, sidewalks and/or driveways that will be affected; and
 - Any safety measures to be utilized to ensure proper separation from seated customers and vehicles (if the dining area is located within a parking area).
- Copy of Business License
- Copy of Alcohol License (if applicable)



Special Event Permit Application for Temporary Outdoor Seating Area

General Information

Business Name: _____ Application Date: _____

Location (street address): _____

Will alcohol be served in the temporary outdoor seating area: YES or No (circle one)

Contact Information

Applicant Name : _____

Phone: _____ Cell: _____ E-mail _____

Property Owner Name (if different): _____

Phone: _____ Cell: _____ E-mail _____

Terms & Conditions: *I hereby agree that as a condition to the issuance of a Special Event Permit, the Producer of the Event shall indemnify and hold the City of Chamblee harmless from claims, demand or cause of action which may arise from activities associated with the event.*

I hereby solemnly swear, subject to criminal penalties for false swearing, that the statement and answers made by me to the foregoing questions in this application for a Special Event Permit, are true, and no false or fraudulent statement or answer is made herein to procure the granting of such permit.

I hereby certify that the site plan and description provided will be constructed and/or used in accordance with all applicable zoning ordinances and laws governing the City of Chamblee, Georgia.

I hereby state and understand that should a complaint be filed against the Producer of the Event for violation of any regulation associated with the application for the City of Chamblee Special Event Permit, the permit issued for the event will immediately become void and will not reissue for the same location.

The City of Chamblee reserves the right to photograph and videotape events, camps, classes and programs for promotional purposes. The participant hereby releases the City from any liability resulting from the Event.

Applicant Name: _____

Applicant Signature: _____ Date: _____

Property Owner Name: _____

Property Owner Signature: _____ Date: _____



City Manager’s Decision: The City Manager has the authority to grant a permit upon determination that the event:

- Has a complete and accurate application that does not contain incomplete or false information;
- Will not disrupt traffic within the city beyond a practical solution;
- Will not interfere with access to fire stations or fire hydrants;
- Will not cause undue hardship to adjacent businesses or residents;
- Will not require the diversion of so many public employees that allowing the event would unreasonably deny service to the remainder of the city;
- Will not interfere with the public welfare, peace, safety, health, good order and convenience of the general public;
- Will comply with requirements of the *Chamblee Code of Ordinances*.

The City will review for completeness and appropriateness and issue a written approval or denial of the application after the application and events calendar has been reviewed by all departments. The City Manager is empowered to approve or deny the application based on the City’s evaluation criteria. Approval may include conditions or stipulations intended to address or mitigate any potential issues. Written appeals to decisions made by the City Manager may be presented to City Council. A written request must be submitted in writing to the City Clerk within 5 days of denial. City Council will set a hearing date within 30 days of receiving an appeal.

After review of this application, the permit requested is hereby:

_____ Approved _____ Date

_____ Denied for the following reason(s): _____

City Manager Signature: _____ Date: _____