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APPLICATION INSTRUCTIONS FOR “OUTSIDE ACTIVITIES” TO BE TEMPORARILY EXTENDED UNDER Executive Order No. 7000:

The Town of East Hartford wants to help your business as easily as possible. For businesses that serve food or sell goods and wish to continue conducting that activity outdoors, a permit will be required. There is no fee for this permit.

Please read the Governor’s Executive Order No. 7000 for more information.

For the permit application you will be required to submit the following information:

DECD SELF-CERTIFICATION

Please provide a copy, photo or scan of your business’ DECD self-certification badge. Go to this link to complete the process:

<https://business.ct.gov/recovery>

PLAN

Please submit a scaled drawing or sketch (preferably ¼ inch = 1 foot which can be on graph paper), showing the following:

- Where the outside activity will be located.
- Arrangement and spacing of tables.
- Location of building exits if close to outside activity.
- Location of building, width of sidewalk and curb if outside activity is to be located on a sidewalk.
- Location of parking spaces or driveways if close to outside activity.
- Any barriers or means to keep outside patrons safe from motor vehicles.
- Location of trash containers.
- Location of any temporary lighting if activity will continue past dusk.

The plan will need to be submitted online as a PDF file.

NARRATIVE

In writing please describe in detail how you will manage the following issues:

- 1) Noise
- 2) Waste management (garbage and refuse)
- 3) Odor

- 4) Light pollution
- 5) Environmental impacts

ADDITIONAL INFORMATION

Once we have reviewed the above submitted information, we may have questions or require additional information. You should very promptly supply that information so that we can issue the permit as expeditiously as possible.

TIMING The Town has 10 days from receipt of your application or the additional information to approve, approve with conditions, or reject your application. Email notification will be sent to you.

ONLINE APPLICATION

You can apply online for the COVID-19 TEMPORARY OUTDOOR ACTIVITY PERMIT at this link: <https://easthartfordct.viewpointcloud.com/categories/1081>

QUESTIONS Please direct all questions to:
Bruce Cohen, Director of Inspections & Permits
Email: bcohen@easthartfordct.gov
Office: 860-291-7340.