



TOWN OF
HILLSBOROUGH

APPLICATION Outdoor Seating

Planning and Economic Development Division
101 E. Orange St., PO Box 429, Hillsborough, NC 27278
919-732-1270
www.hillsboroughnc.gov

Contact Information

Property or Building Owner Name: _____

Property or Building Owner Email: _____ Phone: _____

If different from above:

Applicant Name _____

Applicant Email: _____ Phone: _____

Food and/or Drinking Establishment Information

Establishment Name: _____ Phone: _____

Establishment Address: _____

Establishment Hours: _____ Property Zoning: _____

Will alcohol be served? Yes No Alcohol Service Hours: _____

Briefly describe the proposed placement of sidewalk dining tables and chairs:

Occupancy, Restroom, and Seating Information

Note: The sum of sidewalk and indoor seated patrons cannot exceed a restaurant's restroom capacity per building code.

Current Permitted Indoor Capacity: _____ Current Indoor Seating Count: _____

How many additional patrons will be seated with sidewalk dining: _____

New Total Seating Count: _____

Toilet Fixtures Available for Patrons: Male: _____ Female: _____ Unisex: _____

Outdoor Seating Area Regulations and Requirements

Condition	Initials
1. Any creation of outdoor seating areas for existing buildings must comply with the most recent version of the North Carolina Building Code.	<hr/>
2. Outdoor seating furniture and fixtures shall not obstruct exits/entrances, driveways/alleyways, hydrants, standpipes, ventilation areas, utility access, or ramps.	<hr/>
3. Outdoor seating area furniture and fixtures (such as planters or outdoor seating area barriers) shall be constructed of high-quality materials consisting of wood, metal, concrete, or natural fibers. No vinyl, plastic, or synthetic furniture materials shall be used. The description of the proposed outdoor seating furniture and fixtures should indicate if they will be moveable or affixed in a stationary manner.	<hr/>
4. Outdoor seating area furniture and fixtures should not obstruct egress from buildings.	<hr/>
5. North Carolina Alcohol Law Enforcement requirements apply to outdoor seating areas.	<hr/>
6. Outdoor seating areas must leave a minimum of 6-foot-wide clear pedestrian paths on the paved sidewalk measured from the back of the curb or 4-foot-wide clear pedestrian paths where there is an obstruction.	<hr/>
7. The usable area for outdoor dining on the sidewalk is directly along the building façade occupied by the food and/or drink service establishment.	<hr/>
8. The proprietor of the food and/or drink service establishment associated with the outdoor seating area is responsible for maintaining order in the outdoor seating area at all times. All customers consuming beer, wine or other permitted alcoholic beverages at the outdoor seating area shall remain seated and shall not stand in or otherwise obstruct or impede pedestrian travel on the public sidewalks. Additionally, customers shall not be permitted to move, rearrange, or reorganize the outdoor seating area such that it obstructs or impedes pedestrian travel on the public sidewalks.	<hr/>
9. The proprietor of the food and/or drink service establishment associated with the outdoor seating is responsible for the good repair and maintenance of the outdoor seating area including, but not limited to, the removal of any refuse, table scraps, and dining/glassware at close of business and the maintenance, repair, and replacement of broken or damaged tables, chairs, umbrellas or fixtures in the outdoor seating area.	<hr/>

Applicant Checklist

The following documentation is required to complete your application for a sidewalk dining permit. Please check each box indicating the item is included. Please do not submit incomplete applications.

- Application
- Pictures (front and both sides) of the area where sidewalk dining is proposed
- Drawing, to scale, of the seating plan indicating the following:
 - Dimensions of the full sidewalk area immediately adjacent to the food service establishment as well as distances to edge of curb and obstructions, such as street trees and light poles. (See example diagram.)
 - Tables and number of seats at each table
 - Any proposed barriers or fencing to enclose the seating area
- Description and picture(s) of proposed chairs, tables and any related barriers, with length, width, height and material of each indicated. (Please review acceptable materials before submitting. Website photos of specific products are acceptable.)
- Copy of general liability insurance policy certificate of insurance, which names the Town of Hillsborough as an additional insured party.
- Copy of signed indemnity agreement

Signature and Certification

The undersigned property owner hereby authorizes this application for outdoor dining as an extension of the business of the proprietor of the food and/or drink service establishment operating on the property owner's property.

Property Owner Signature: _____ Date: _____

The undersigned proprietor of the food and/or drink service establishment applying for this permit hereby certifies, to the best of the proprietor's knowledge and belief, that all information supplied with this application is true and accurate. The undersigned hereby certifies that the proprietor has read the Outdoor Dining Area Regulations and Requirements, as well as Section 5-8.a of the Hillsborough Code of Ordinances, and will ensure compliance with these regulations and requirements or will face the associated penalties.

Applicant Signature: _____ Date: _____