



TOWN OF GREENWICH

Town Hall ~ 101 Field Point Road ~ Greenwich, CT 06830
Planning & Zoning Department ~ 203-622-7894 ~ Fax.203-622-3795

OUTDOOR DINING APPLICATION

- ☐ Outdoor Dining on Private Property
☐ Outdoor Dining on Town Property (sidewalks)
☐ Outdoor Dining on Town Property In-Street (nodes)
☐ New
☐ Renewal

1. Restaurant name and address: _____

2. Name and phone of Applicant: _____

3. Name of Property Administrator*: _____

4. Phone of Property Administrator: _____

5. Email: _____

**Contact for any issues that may arise throughout the dining season.*

6. Number of employees at peak hours: _____

7. Number of Merchant Parking Permits (if any) _____ <https://www.greenwichct.gov/1883/Central-Greenwich---Merchant-Parking-Per>

8. Name of Property Owner: _____

9. Phone and E-mail of Property Owner: _____

10. Restaurant Frontage: _____ (ft)

11. Maximum Occupancy* : _____ Indoor: _____ Outdoor/Sidewalk: _____ Outdoor/In-Street: _____

**Based on any previous P&Z Approval, Health Approval or Building/Fire Approval; if multiple, whichever has the lowest occupancy noted*

12. Description of Activity: _____

13. Previous Review/Approvals by P&Z (Date & Number): _____

Date: _____
Signature of Applicant/Business owner

Date: _____
Signature of Property Owner

To be completed by P&Z staff only:

Check # _____ Check Amount: \$ _____

Application # _____



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Application Signature Page

Property Address: _____ Tax ID: _____

Property Owner 1: _____ Address: _____

Email: _____ Cell Phone: _____ Other Phone: _____

Signature: _____ Date: _____

Property Owner 2: _____ Address: _____

Email: _____ Cell Phone: _____ Other Phone: _____

Signature: _____ Date: _____

Property Owner 3: _____ Address: _____

Email: _____ Cell Phone: _____ Other Phone: _____

Signature: _____ Date: _____

Property Owner 4: _____ Address: _____

Email: _____ Cell Phone: _____ Other Phone: _____

Signature: _____ Date: _____

Applicant: _____ Address: _____

Email: _____ Cell Phone: _____ Other Phone: _____

Signature: _____ Date: _____

Authorized Agent: _____ Address: _____

Email: _____ Cell Phone: _____ Other Phone: _____

Signature: _____ Date: _____



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Outdoor Dining Permit Application

Planning and Zoning Commission Approval is required if modifications are proposed in scope of operations to the site plan. The attached forms should be used for any newly proposed outdoor dining or any previously approved outdoor dining requiring modifications in scope of operations or site plan. Administrative approval is available if the following conditions are met: three (3) tables with fewer than twelve (12) total seats on private property.

The following items must be submitted to the Planning and Zoning Department for outdoor dining review. Please allow for up to 4 weeks to be placed on a Planning and Zoning Commission meeting for review of your proposed outdoor dining.

Application Form;

A check made payable to the Town of Greenwich. Refer to the "Fee Schedule" for the amount due, plus an additional \$60 State fee;

Agent Authorization letter if applicant is not property owner;

Certificate of Mailing for Affidavit of Notification to adjoining property owners (including properties across the street);
Proposed months and hours of operation;

The number of seats proposed to be outside and location (sidewalk or in-street) and the number of indoor seats to be removed;

A plan drawn to scale demonstrating the total number and arrangement of the tables and chairs for indoor dining (including distribution of bar vs. restaurant seating) and outdoor dining, existing number and layout of parking spaces provided, node layout (if applicable), etc.. All outdoor dining areas must be handicap accessible and show a minimum 6-foot public walkway will be provided and maintained pursuant to ADA and CT State Building Code as referenced in Public Act 22-1. The plan should also show the specifications of the dining area (e.g. fencing, planters, or barricades), any trash receptacles, bussing stations, lighting, heaters and signage. 3 sets of plans required and **must be stamped by the Health Department**;

Provide proof of Liability Insurance if Outdoor Dining area is located on a Town Sidewalk;

Please be advised that a temporary permit issued by the Building Department needs to be obtained following P&Z approval and prior to the start of the outdoor dining use.

Please Note: All applicants are responsible for obtaining sign-off from the Environmental Health Division of the Health Department (3rd floor) in the form of a stamp on their submitted plans. Planning and Zoning will **NOT** accept applications without stamped plans.

Nodes: In-street dining nodes, those taking up Public Parking spaces, and as permitted by the Board of Selectmen are available to those who wish to apply and make use of this option. The Board of Selectman criteria for nodes can be found on the last page of this packet. Plans submitted with your application should clearly show the dimensions of the node area proposed, as well as clearly delineated node features (such as a handicapped accessible ramp, umbrellas, etc.). Highway and Risk Management Department reviews are not required prior to submittal, however both departments will review the proposal prior to final Planning and Zoning sign-off. Please note that node fees are not required at the time of application submittal, but **must** be paid following Highway review and prior to final Planning and Zoning sign-off. Node fees should be paid by check payable to the Town of Greenwich, and can be delivered or mailed to the Planning and Zoning Department.

All applications must be submitted digitally to pnzappl@greenwichct.org, followed by a physical submission of hardcopies and payment.



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Certificate of Mailing

An affidavit pursuant to Sec. 6-14(a)(16), certifying that all abutting property owners have been notified by mail as evidenced by a certificate of mailings or certified or registered mail receipts, about said application. Owners of lots, or portions of lots, which are across a public or private street shall be deemed to be abutting property. For projects which require preliminary review by the Conservation Commission, the notice shall be sent by the applicant two weeks prior to any scheduled hearing date by the Conservation Commission.

U.S. POSTAL SERVICE	CERTIFICATE OF MAILING
MAY BE USED FOR DOMESTIC AND INTERNATIONAL MAIL, DOES NOT PROVIDE FOR INSURANCE-POSTMASTER	
Received From: _____ _____	
One piece of ordinary mail addressed to: _____ _____ _____	

Affix fee here in stamps or meter postage and post mark. Inquire of Postmaster for current fee.

PS Form **3817**, January 2001

Submit the Following for All P+Z Applications:

EXHIBIT A

A schedule of names and addresses shown on a GIS map with lot lines indicating the location of the notified property owners. (This may be obtained from the GIS Office in Town Hall, Ground Floor)

EXHIBIT B: Sample notification letter

To whom it may concern:

Notice is hereby given that (name of the applicant) has filed an application with the Town of Greenwich Planning and Zoning Commission for (type of application) approval for (address).

This application (give a brief description of the proposed project).

Further information concerning this application may be obtained by contacting the Planning and Zoning Commission at 203-622-7894.

Signature



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Affidavit of Notification of Application for Rezoning / Special Permit / Site Plan / Subdivision Applications

(STATE OF CONNECTICUT)
(COUNTY OF FAIRFIELD)): GREENWICH

I (name), being first duly sworn, do hereby certify that on (date), I caused to be mailed, postage prepaid, to those persons whose names are set forth on Exhibit A attached hereto a copy of the notice attached hereto as Exhibit B. Said persons were the record owners, as of (date) as shown on the Town Tax Assessor's Office records of property abutting (as said term defined in Sec. 6-14 (a)(3) of the Greenwich Building Zone Regulations) the property belonging to (owner name) for which an application for (type of application) has been filled with the Greenwich Planning and Zoning Commission.

Subscribed and sworn to
Before me on

Notary Public

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE:

NAIC #

INSURED

INSURER 1

INSURER 2

INSURER 3

INSURER 4

INSURER 5

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURANCE TYPE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC				EACH OCCURRENCE 1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE 2,000,000.00 PRODUCTS - COMPROP AUG
B AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS				COMBINED SINGLE LIMIT 1,000,000.00 BODILY INJURY (Per accident) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY, AGG
A EXCESS / UMBRELLA LIABILITY ☒ OCCUR ☐ CLAIMS MADE DEDUCTIBLE ☒ RETENTION \$10,000				EACH OCCURRENCE 5,000,000.00 AGGREGATE
A WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below OTHER				E.L. EACH ACCIDENT 2,000,000.00 E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER

Town of Greenwich Purchasing
 Dept.
 101 Field Point Road
 Greenwich, CT 06830

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



TOWN OF GREENWICH

Office of the First Selectman (203) 622-7710 fax: (203) 622-3793
Town Hall • 101 Field Point Road • Greenwich, CT 06830
E-Mail: kate.buch@greenwichct.org

Kathleen Clarke Buch
Town Administrator & COO

MEMORANDUM

TO: Board of Selectmen

FROM: Kate Buch, Town Administrator & COO *KB*

DATE: March 3, 2026

RE: Outdoor Dining 2026 Board of Selectmen Guidelines

Action Requested: Allow public parking spaces to be utilized for restaurant outdoor dining consistent with the guidelines outlined.

Background:

The Board of Selectmen acting as the Traffic Authority has authority over the traffic and parking on public highways and Town-owned property. Planning and Zoning Commission has jurisdiction over permitting the use of outdoor dining (see attached).

To provide Greenwich restaurants certainty during the 2026 season it is important to establish early operating guidelines.

2026 Board of Selectmen Outdoor Dining Guidelines:

1. Greenwich Avenue will remain open to traffic during outdoor dining season.
2. Applies to any public parking space abutting a restaurant's building frontage (not confined to Central Greenwich Business Zone).
3. Outdoor dining areas shall not expand past the restaurant's building street frontage, not-to-exceed the utilization of four (4) parking spaces.
4. Permitted time of year – two options are presented:
 - a. Friday, May 22, 2026 through Sunday, October 18, 2026
 - b. Friday, May 22, 2026 through Sunday, October 4, 2026
5. The fee per public parking space (or a portion thereof) is \$12/day. The chart on the next pages shows the total for the outdoor dining season, depending on the length.
6. The Town will provide traffic barriers to restaurants at the cost of \$48.50 per linear foot.

Additional Information on Fees:

	2026 option 1	2026 option 2	2025	2024	2023
# of Days (Sans Sundays)	128	116	128	188	209
Parking Fee per stall	\$1,536	\$1,392	\$1,536	\$2,232	1,592
Barrier Fee per linear foot	\$48.50	\$48.50	\$47.00	\$29.00	25.00
Average Fee per restaurant*	\$6,572 (estimated)	\$6,148 (estimated)	\$6,508 (actual)	\$7,732 (actual)	\$5,810 (actual)

* Exclusive of any fees required by other departments.

- Fee per public parking is based on 100% of potential revenue generated by a parking stall through the duration of the outdoor dining season.
 - Revenue collected for use of public parking space is deposited to Parking Services Fund.
- Fee for traffic barrier is calculated by amortized cost of the barrier, coupled with the mobilization and demobilization cost.
 - 2026 fee was increased to reflect current operating expenses related to installation/ removal of barriers.
 - Revenue collected for use of traffic barrier is deposited to DPW Highway revenue.
- For 2025, the Town collected total of \$110,640 in fees from 17 restaurants. Fees included \$33,840 in barrier cost and \$76,800 in parking stalls revenue.

Additional Information on Process:

- Planning and Zoning is the lead department for outdoor dining applications.
- Outdoor dining on Town property require approval from Department of Public Works and Town's Risk Manager.
- Certain elements of outdoor dining are under the jurisdiction of the Building Official, Fire Marshal, and/or Health Department. Simultaneous reviews by the departments are coordinated by Planning and Zoning.

Additional Information on Parking Impact:

For the 2025 season, 50 parking stalls on or near Greenwich Ave were occupied with outdoor dining. Based on prior year utilization, with approximately 411 parking stalls, 12% of parking stalls are displaced.