



BOROUGH OF WEST LONG BRANCH
Outdoor Dining Area License Application
 965 Broadway, West Long Branch, NJ 07764
 Carolina Kelly, Borough Clerk
 732-229-1756 Ext. 100
ckelly@westlongbranch.org



APPLICANT INFORMATION

Business Name: _____

Applicant Name: _____

Must be the owner or registered agent of the establishment

Business Address: _____

Email Address: _____

24-Hour Phone Number: _____

LICENSE INFORMATION

Application Type:

☐ New License (*Requires Minor Site Plan Approval*)

☐ Renewal

Application Fee: \$250 (non-refundable)

Make checks payable to: Borough of West Long Branch

ESTABLISHMENT INFORMATION

Type of Establishment:

☐ Retail Food Establishment

☐ Other (specify): _____

Current Seating Capacity (indoor): _____

Proposed Outdoor Seating Capacity: _____

Total Combined Seating Capacity: _____

OUTDOOR DINING AREA DETAILS

Location of Outdoor Dining Area relative to principal building:

Dimensions of Outdoor Dining Area: _____

Hours of Operation for Outdoor Dining Area: _____

REQUIRED ATTACHMENTS

1. ☐ **Diagram/Site Plan of Outdoor Dining Area** drawn to scale showing:
 - Dimensions of the outdoor dining area
 - Location relative to the principal building
 - Arrangement of tables, chairs, and other furnishings
 - Location of any barriers, planters, or other structures
 - Clear description of pedestrian passageways
 - Measurements showing compliance with ADA requirements
2. ☐ **Photographs** of proposed furnishings (or suitable facsimile) (*optional*)
3. ☐ **Certificate of Insurance** showing coverage that meets the following requirements:
 - Commercial General Liability Insurance (\$1,000,000 minimum)
 - Comprehensive Automobile Liability Insurance (\$1,000,000 minimum)
 - Workers' Compensation and Employer's Liability Insurance
 - Borough of West Long Branch listed as additional insured (except for workers' comp)
 - Certificate includes indemnification language
 - Certificate shows 10-day notice provision for cancellation or changes
4. ☐ **Waste Management Plan** describing:
 - Control, removal, and storage of litter, garbage, and refuse
 - Pest control measures
 - Cleaning procedures for fixtures and dining area
 - Description of existing waste collection program
5. ☐ **New Jersey Alcoholic Beverage Control Documentation** (if applicable):
 - Proof of compliance with ABC rules for extension of premises
 - Copy of current liquor license

TERMS AND CONDITIONS

By submitting this application, the applicant agrees:

1. To comply with all applicable Borough ordinances regarding outdoor dining areas.
2. That the license is valid for the calendar year in which it is issued.
3. To defend, indemnify, and hold harmless the Borough of West Long Branch, its officers, employees, and agents from any claims, suits, actions, damages, or costs arising from the operation of the outdoor dining area.
4. To maintain the required insurance coverage for the duration of the license.
5. To maintain the outdoor dining area in a clean, safe, and orderly condition.
6. That the license may be revoked for non-compliance with any applicable ordinance or regulation.

CERTIFICATION

By signing this document, I certify that I have read and understand Ordinance No. O-25-11 and accept full responsibility for compliance with all terms and conditions set forth therein. I acknowledge that any false statements made herein are subject to penalties under applicable law.

I, _____, hereby certify that I am the owner or registered agent of the business identified above, and that the information provided in this application is true and correct to the best of my knowledge.

Signature: _____ Date: _____

FOR BOROUGH USE ONLY

Application Received: _____

Application Fee Paid: ☐ Yes ☐ No

License: ☐ Approved ☐ Denied

License Number: _____

Date Issued: _____

Issued By: _____

Notes:

APPROVED BY:

____ Chief of Police

____ Health Officer

____ Fire Marshall

____ Borough Administrator

____ Borough Clerk