



VILLAGE OF GLEN ELLYN

Governor Pritzker's Phase 3 Reopening Temporary Private Property Seating June 2020

*Community Development Department
535 Duane Street – Glen Ellyn, IL 60137 – Telephone 630.547.5250 – Fax 630.547.5370*

Phase 3 Reopening – June 2020
Temporary Private Property Seating

Please complete and return this form to the Community Development Department, 535 Duane Street, Glen Ellyn, IL 60137 (or lgloude@glenellyn.org if submitting electronically), for review and approval. If you have questions, please call 630-547-5250.

Applicant:

Date Filed: _____

Address of Property: _____

Name of Business: _____

Name of Applicant: _____

Applicant Phone Number (business): _____

Mobile number: _____

Applicant Email Address: _____

Property Owner (if different than applicant):

Name of Property Owner: _____

Address of Property Owner: _____

Phone Number of Property Owner: _____

Email Address of Property Owner: _____

Tent Contractor: _____ **Phone Number:** _____

Applicant Signature _____ **Date:** _____

Property Owner Signature _____ **Date:** _____

Review Process

All applications will be reviewed by Community Development staff upon receipt. Private Property outdoor seating applications are reviewed and approved administratively.

Submission Requirements

Businesses proposing outdoor seating/tents on private property must submit the following items to the Community Development Department (or lgloude@glenellyn.org if submitting electronically), for review and approval.

- A completed and signed application form. If the property owner is unable to sign the application, they may submit authorization in writing.

- A dimensioned Site Plan indicating the location of the dining area, tents, fire lanes, hydrants, utility poles, trees, garbage containers, sidewalks, parking spaces and any other structures. Show the location and type of barricades separating the dining area from vehicle circulation. Include dimensions between each site element or structure. Site Plans may be drawn on an aerial image, plat, property site plan, or be hand drawn.
- A dimensioned tent Floor Plan indicating the layout of any tables, chairs, or other items that can obstruct egress from the tent. Please indicate a minimum distance of 6 feet between tables in any direction.
- A Certificate of Liability Insurance in the amount of \$2,000,000 with the Village of Glen Ellyn named as “Additional Insured.”

Site/Tent Requirements

Note that the requirements listed herein apply to seating areas and tents under 400 square feet in area with all sides open and no cooking underneath. Contact the Community Development Department for all other requests.

- Tents and associated anchoring equipment shall not be located within 15 feet of buildings, parked vehicles or internal combustion engines
- A minimum of 6 feet shall be required between tables
- A minimum of 5 foot open pedestrian passage shall be provided on sidewalks
- A fire extinguisher must be located within 10 feet of the tent
- Tents must be anchored by covered stakes or water containers (see “Anchorage of Freestanding Tents” handout)
- If curb ramps do not exist in proximity to the tent location, ramps must be provided to permit wheelchair access from the parking lot or drive aisle to the building to allow for use of restroom facilities, alternately, portable toilet and handwashing facilities may be provided
- Tents occupied after sunset must have general lighting provided
- Tents supplied with electric power shall also abide by the following requirements:
 - Lighting must be a minimum of height of seven (7) feet above the ground
 - Where used, portable generators shall be located a minimum of 15 feet from any tent
 - Extension cords serviced by portable generators must have ground-fault circuit-interruption protection
 - Extension cords must be minimum 12 gauge, commercial grade, and exterior-rated for up to 20 amp circuits, interior-rated extension cords are not permitted
- Cable guards shall be used to cover all cables or wiring exposed to foot or vehicular traffic
- Restaurant restrooms must be made available to the public or portable toilet and handwashing facilities shall be provided
- Barricades shall be erected to define the limit between pedestrian and vehicular traffic
- Refuse containers shall not be located under or within 10 feet of any tent
- No cooking, smoking, open flame heaters, or flammable materials are permitted under the tent
- **Inspections: Contact the Community Development Department at 630-547-5250 at least 24 hours in advance of the scheduled occupancy of the tent to schedule an inspection**
- **Weather restrictions: Tents should not be occupied at any time the sustained wind speed or wind gusts exceed or are expected to exceed 30 mph. All tents shall be evacuated with lightning is visible.**

**Village of Glen Ellyn
Disclaimer and Acknowledgement**

The Village of Glen Ellyn does not make and hereby disclaims any warranty, express or implied, as to the accuracy or completeness of these guidelines whether established by the Village of Glen Ellyn or others or any of the measures described therein, and undertakes no obligation and assumes no responsibility for any injury or damage to persons or property arising out of or related to any use of these guidelines and any information provided therein or for any errors or omissions. The sole risk of relying on these guidelines is that of each individual alone. The Village of Glen Ellyn disclaims any liability based on information provided in these guidelines.

All applicants acknowledge that adherence to the rules and regulations of the Illinois Department of Public Health (IDPH) or the Village of Glen Ellyn, will not prevent the communication of disease, including COVID-19, in every situation. Furthermore, the rules and regulations of the IDPH or the Village of Glen Ellyn should not be interpreted as setting a standard of precaution or care, or be deemed inclusive of all proper methods of precaution or care, nor exclusive of other methods of precaution or care reasonably directed to obtaining the same results.

Any restaurant owner or property owner completing this application (the “Applicant”) acknowledges that the Village assumes no responsibility for any injury or damage to persons or property arising out of or related to the temporary outdoor seating area. Further, the applicant acknowledges the obligation to remove the temporary outdoor seating area and restore the area to the previous condition as a condition of the issuance of this permit. Finally, the applicant acknowledges that the requirements contained herein are subject to change based on further guidance from the Governor or the IDPH and any temporary outdoor seating area is required to comply with any such forthcoming guidance even if more restrictive than the Village’s regulations.

Printed Name of Applicant: _____

Signature of Applicant: _____

Date: _____