



Borough of Pottstown

*Borough Hall, 100 East High Street
Pottstown, Pennsylvania 19464-9525*

OUTDOOR DINING PERMIT APPLICATION **Licensing and Inspections** **Phone 610-970-6520 Fax 610-970-6599**

1. Property Information

Parcel Address: _____

Parcel ID 1600-_____ Zoning District: _____ HARB Zone Yes No

Property Owner Name: _____ Phone: _____

Property Owner Address _____

Applicant Name: _____ Phone: _____

Applicant Address: _____

Business Name: _____

Business Phone: _____

2. Attach an 8 x 11 plot plan to this application showing:

1. property lines with surrounding street and alley names
2. existing structure(s) showing egresses and entrance/exits
3. on-site parking areas and driveways
4. proposed outdoor dining area with front, side, and rear setbacks
5. proposed outdoor dining area with table/chair placement with walk space noted
6. proposed temporary fencing
7. sidewalk ventilation grates
8. all other accessory structures
9. any other information required under #3 of this application

Any new permanent or anchored fencing will require a separate permit application.

Fee \$25.00 – One-time permit, per business, per location. Upon change of business at specific location, a new permit will be required.

3. The following criteria shall be met:

- A. An Outdoor Dining Area requires a valid permit issued by the Borough. The permit shall be conspicuously displayed for the benefit of the patrons at all times within the establishment.
- B. The dining area shall be directly in front of or adjoining a street-level establishment.
- C. The dining area shall be maintained at the same elevation as the existing sidewalk surface.

- D. The dining area shall not infringe or encroach on the minimum number of off-street parking spaces or, in the event of shared parking facilities, further reduce available parking.
- E. The dining area may be physically separated along its parameter from the public or parking areas by a railing, fence, planting boxes, a combination thereof, or some other means having the same effect. Collapsible or removable railing or fencing shall only be permitted where the ground receptacle can be capped; and the anchors cannot exceed a depth below grade of the sidewalk of four (4) inches. Any collapsible railing or fencing shall be removed during periods of the year when the area is not in use. No partition shall create a safety risk (e.g., tripping hazard).
- F. The dining area shall be set back at least ten (10) feet from all driveways and internal vehicle circulation lanes.
- H. The dining area shall not infringe or encroach upon the clear egress space between any exit door of the structure and the clear sidewalk space.
- I. The dining area shall not cover ventilation grates, and ventilation grates shall not be considered clear walk space.
- J. Dining areas located at street intersections shall provide corner clearance by providing a ten (10) foot clear space from the point of tangency of the curb line.

5. If rental property, owner's signature is required:

I further certify that the information above is true and accurate to the best of my knowledge. I understand that the submission on inaccurate or incorrect information on this form could subject the applicant/owner to a loss of registration within the Borough and revocation of the permit.

Owner Print _____

Owner Signature: _____ Date: _____

Applicant Print _____

Applicant Signature: _____ Date: _____

**PERMIT FEES ARE NON-REFUNDABLE
NOTIFY LICENSING AND INSPECTIONS UPON SET UP OF OUTDOOR DINING SPACE**

LICENSING AND INSPECTIONS USE:	
Fee \$	_____
Approved By:	
Signature	_____
Date	_____