



APPLICATION FOR AN ENCLOSED ACCESSORY OUTDOOR AREA

(For Private Property ONLY)

The City of Rochester has developed a process to assist bars and restaurants that would like to create, expand and enclose outdoor areas for patrons. The City of Rochester anticipates a number of creative proposals ranging from igloos to greenhouses. Each proposal will be reviewed to ensure a safe space for gathering is constructed. There will be **no fee** for this permit.

The process is as follows:

Step 1: Download an application to enclose an accessory outdoor area from www.jumpstartingROC.com

Step 2: Complete the application and be sure to include the following:

A map (Instrument Survey Map, Site Plan, Tax Map, Property Information Map, Google Map, etc.) showing the location of the proposed outdoor area

A brief description of what you are proposing

If a manufactured enclosure, provide manufacturer's specifications(wind & snow load and hold down info)

Emergency access, alternate pedestrian/vehicle routes, and any alternate parking must be shown on the submitted map

ADA access/egress must be noted on the submitted map

An application signed by the business owner and property owner

For built in place enclosures- a structural design by a NY Licensed design professional is required(wind & snow load and hold down details)

Construction details and dimensions

Tent and fabric enclosure are required to have a flame spread certificate submitted

Details for heating equipment, including power or fuel source

Contractor/installer contact information and Workers Compensation Certificate Affidavit or the CE-200 form

Step 3: There are three (3) options for submitting application materials:

- Email to zoning@cityofrochester.gov
- Deliver directly to City Hall at the drop box located at the Fitzhugh Street entrance
- Mail to City Hall, Zoning Division, 30 Church Street, Room 121B, Rochester NY, 14614

Once submitted, City staff will follow up quickly with any modifications or revisions to ensure that you are in compliance.

For applications that qualify, all information will be kept on file in the Zoning Division for reference.

Any questions? Please contact us!

Write:

zoning@cityofrochester.gov

Call: (585) 428-7043



APPLICATION FOR ENCLOSING AN ACCESSORY OUTDOOR AREA

(Temporary per Mayor’s Emergency Order)

A map (Instrument Survey Map, Site Plan, Tax Map, Property Information Map, Google Map, etc.) showing the location of the proposed outdoor area must be provided.

PROPERTY LOCATION: _____

PROPERTY OWNER’S NAME: _____ PHONE: _____

APPLICANT’S NAME: _____ PHONE: _____

BUSINESS NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTRACTOR/INSTALLER NAME: _____ PHONE: _____

****** READ CONDITIONS BELOW AND CHECK (v) EACH BOX ******

- For businesses with a liquor license must comply with NYS Liquor Authority requirements
- By signing this application, the Owner/Operator is providing evidence of control over expanded premises.
- The proposed outdoor area must be clearly delineated by a fence or other barrier.
- Emergency access, alternate pedestrian/ vehicle routes, and any alternate parking must be shown on the submitted map and adhered to.
- ADA access/egress shall be maintained at all times.
- A COVID-19 Reopening Safety Plan must be available on site.

Please contact Jill Wiedrick at 428-6914 or jill.wiedrick@cityofrochester.gov if you have any questions.

PROPERTY OWNER SIGNATURE: _____

Date: _____

APPLICANT SIGNATURE: _____

Date: _____

