



APPLICATION FOR AN ACCESSORY OUTDOOR AREA (For Private Property ONLY)

The process is as follows:

Step 1: Download an application for an accessory outdoor area from <https://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
- 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
- ADA access/egress must be noted on the submitted map
- An application signed by the business owner and property owner

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, your permit is provisionally accepted and 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 Division of Zoning for reference.

Any questions? Please contact us!

Write: zoning@cityofrochester.gov

Call: 585-428-7043

