



OFFICE OF PLANNING AND ZONING
2664 RIVA ROAD, P.O. BOX 6675
ANNAPOLIS, MARYLAND 21401

Application for Continuation of Outdoor Seating Related to Food and Beverage Service

In accordance with the Anne Arundel County Code, Article 18, Section 18-2-207, regarding outdoor seating related to food and beverage service, the Planning and Zoning Officer may authorize the continuation of outdoor seating if the food service facility complies with the following:

- 1) The food service facility has utilized outdoor seating pursuant to Executive Order No. 22, continuously since a date between March 13, 2020 and May 21, 2021.
- 2) The food service facility has continuously complied with all requirements of Executive Order No. 22, as listed in Item 4, Description of Outdoor Seating, in this application.
- 3) By September 21, 2024, the property owner or authorized representative has filed an application with the Office of Planning and Zoning to continue to utilize outdoor seating for food and beverage service.

NOTE: No appointment is needed to submit this request. See below for submission requirements.

1. Applicant's Name _____

Address: _____

Phone No. (Work) _____ (Cell) _____

Email Address: _____

Business/Trade Name: _____

Date outdoor seating was established: _____

2. Property Identification

Address of Subject Property: _____

Tax Account # _____

Total Acreage of Property _____

Zoning District _____

Tax Map _____ Block _____ Parcel _____ Lot # _____

Subdivision Name (if applicable) _____

3. Applicant's Interest in Subject Property

Owner (including joint ownership)

Other (describe and give name and address of owner)

If the Applicant is not the owner of the subject property, documentation from the owner authorizing the application must accompany this submission.

4. Description of Outdoor Seating

Outdoor seating is required to conform with the following requirements. Please respond in detail and include a site plan and floor plans (drawn to scale) in order to demonstrate compliance.

- 1) Up to 50% of the facilities approved capacity can be used for outside seating providing that a letter of permission is obtained from owners of the outside space (if applicable);
 - a. Facilities approved capacity

 - b. Percentage of approved capacity utilized as outdoor dining

 - c. Percentage of approved capacity utilized as indoor dining

(Note: The facility may not operate at more than 100% of approved capacity. Site plan/floor plan should show inside areas that are no longer being utilized.)

- 2) Food and beverage service within Malls may utilize the same outdoor seating criteria for indoor seating space located within the Mall in close proximity to the facility, providing that a letter of permission is obtained from owners of the Mall (if applicable)

- 3) If the outside dining area includes use of sidewalk, grassed area, or parking pad or lot, the dining area should be clearly delineated as outside seating with use of bollards, landscaping planters,

fencing, etc. Provide a site plan of the outdoor seating area.

- 4) If the outside dining area includes the use of parking lot(s). ADA accessible parking spaces cannot be used, traffic flow into and out of the site shall not be blocked and fire lanes for emergency vehicles shall remain unobstructed to maintain clearance to meet Fire Code standards. Provide a statement of parking space use.

- 5) If the indoor restrooms facilities are to be used, provide points of access to restroom facilities;

- 6) Any tent over 200 square feet requires a building permit. If applicable please provide documentation of the approved permit.

- 7) Proposed use of electric or plumbing outdoors must comply with code requirements; List any outdoor electric or plumbing use and provide documentation of any inspections

- 8) Liquor Board approval may be needed, if not covered in the Executive Order. Please provide documentation of Liquor Board approval if applicable.

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- 9) Description of how the outdoor seating has been continuously used since the date it was established, include the date established and evidence of continuous use.
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5. Materials

Submit **original and four (4) copies** of this application, all supplemental pages, and the required plans

- 1) in PDF format by email to outdoorseating@aaacounty.org; or
- 2) in hard copy format at the OPZ Drop Box in the lobby of 2664 Riva Road, Annapolis, MD.
- 3) in hard copy format by mail to Office of Planning and Zoning, Zoning Administration Section, 2664 Riva Road, Annapolis, MD 21401.

6. Signatures

The undersigned hereby affirms that all of the statements and information contained in or filed with this application are true and correct. The undersigned has read the instructions on this form, filing here with all of the required accompanying information.

Signature of Applicant _____

Date _____
