



OUTDOOR DINING RE-OPENING CHECKLIST

For Stand Alone Restaurants (such as Bertucci's, 110 Grille, Margarita's)

Send email to planning@nashuanh.gov stating:

- Name, contact information, facility address, facility name and request for Outdoor Dining Site Plan Amendment.

Planning Staff will email applicant copy of site plan if available and Application for Administrative Review. If no site plan is available, Staff will email the applicant a GIS plan/aerial showing parking area/applicable outdoor dining area.

Applicant to identify/draw on map:

- Outdoor dining area location including: tents, tables and chairs, to scale
- Traffic flow after entering parking lot.
- Traffic direction signage, if necessary - either an A-frame or similar sign to be taken in after closing.
- Parking spaces for curb-side pickup.

Applicant to email planning@nashuanh.gov

- Completed map
- Completed application

Applicant receives approval (or provisional approval) from Staff via email.

For Restaurants in shopping plaza/strip center with shared parking (such as Not Your Average Joes, La Carretta's, Panera Bread, Moe's Southwest Grill, Willie Jewels):

Send email to planning@nashuanh.gov stating:

- Name, contact information, facility address, facility name and request for Outdoor Dining Site Plan Amendment.

Planning Staff will email applicant copy of site plan if available and Application for Administrative Review. If no site plan is available, Staff will email the applicant a GIS plan/aerial showing parking area/applicable outdoor dining area.

Applicant to identify/draw on map:

- Outdoor dining area location including tent, tables and chairs, to scale.
- Outdoor seating area to be located in front of or on side of tenant space if on corner, or an agreed-upon location in parking lot by owner.
- Traffic flow after entering parking lot.
- Traffic direction signage, if necessary - either an A-frame or similar sign to be taken in after closing.
- Parking spaces for curb-side pickup.

Applicant to email planning@nashuanh.gov :

- Completed map
- Completed application
- Owner's authorization for outdoor dining area must be submitted prior to staff approval.

Applicant receives approval (or provisional approval) from Staff via email.

For Fast Food Restaurants (such as Chick-Fil-A's, Popeye's, Arby's, Wendy's, Dunkins, Haywards Ice Cream, Taco Bell)

Send email to planning@nashuanh.gov stating:

- Name, contact information, facility address, facility name and request for Outdoor Dining Site Plan Amendment.

Planning Staff will email applicant copy of site plan if available and Application for Administrative Review. If no site plan is available, Staff will email the applicant a GIS plan/aerial showing parking area/applicable outdoor dining area.

Applicant to identify/draw on map:

- Outdoor dining area location including tent, tables and chairs, to scale.
- Outdoor seating area to be located in front of or on side of tenant space if on corner, or an agreed-upon location in parking lot by owner.
- Traffic flow after entering parking lot.
- Traffic direction signage, if necessary - either an A-frame or similar sign to be taken in after closing.
- Parking spaces for curb-side pickup.

Applicant to email planning@nashuanh.gov :

- Completed map
- Owner's authorization for outdoor dining area must be submitted prior to staff approval.
- Summary detail of procedure to handle longer vehicle queue lines

Applicant receives approval (or provisional approval) from Staff via email.

Please note the following cannot be waived or modified in the Temporary Site Plan Amendment:

1. Building setbacks
2. Fire lane access
3. Building code/ADA regulations
4. Health Department regulations, including liquor license/rules as set by Liquor Commissioner
5. Operating hours are to be as stated on Site Plan
6. This does not include outdoor entertainment, such as a band playing outdoors for dining patrons

NOTES: THIS IS A TEMPORARY SITE PLAN AMENDMENT EXPIRING ON JANUARY 1, 2022. STAFF MAY AMEND SOME OR ALL OF THIS, DEPENDING ON THE STATUS OF THE COVID-19 PANDEMIC, AND/OR ANY REVISED RULES OR GUIDELINES SET FORTH BY THE CITY OF NASHUA OR THE STATE OF NEW HAMPSHIRE.

Please contact the Planning Department at (603) 589-3090 or planning@nashuanh.gov with any questions. Also, please contact the Building, Fire and Health Departments for compliance with their regulations.