



TOWN OF CANTON

LAND USE DEPARTMENT

FOUR MARKET STREET

P.O. BOX 168

COLLINSVILLE, CONNECTICUT 06022-0168

860-693-7856

TEMPORARY USE AND ACTIVITY PERMIT

(Per Executive Order)

**Submit completed application and supporting documentation to Emily Kyle at:
ekyle@townofcantonct.org**

Property Address: _____
Property Owner: _____

Zoning District: _____

Business Name: _____

Applicant Name: _____

Address: _____

Email: _____ **Telephone #:** _____

Requesting approval for (circle):

Outdoor Dining

Outdoor Dining w/ Alcohol

Outdoor Retail Activity

Loading Zones for Customer Pick-Up

Mobile Food Trucks (associated w/ indoor restaurant)

Promotional/Directional Signage

Parking/Setback/Walkway/Etc. Modifications

Other: _____

The application is further defined as: _____

The applicant must submit an electronic copy of application and all supporting documentation, including but not limited to the following:

1. Narrative Describing Proposal: A detailed written description of the proposed temporary use or activity shall be provided. Any steps or actions necessary to comply with current best practices, including any directive issued by emergency declaration, executive order or legislation related to the emergency (i.e. social distancing) shall be documented. Days of the week, hours of the day, # tables, # of seats, occupancy of bar or restaurant, service plan, liquor service, and details of any temporary signage shall also be provided.
2. Sketch Plan: A sketch (reasonably accurate scale) shall be submitted with each application demonstrating the location of the proposed temporary use or activity on the property on which it is proposed.
 - a. The sketch shall demonstrate existing and proposed features of the site in relation to the proposed use or activity, i.e., electricity, dimensions, seating plan, bathroom locations,

- barriers/protection between vehicles and seating areas, lighting, tents/umbrellas, traffic flow, trash receptacles and all proposed signage.
- b. Such sketch shall demonstrate adequate parking for the subject use or activity, safe ingress and egress, and any structure or improvements proposed associated with, or necessary to meet, the needs of the proposed use or activity.
 - c. Compliance with current best practices (i.e. social distancing) shall be demonstrated through the sketch where applicable.
3. Evidence of Insurance if public property is to be used.
 4. Additional Information that may be helpful to explain application.
 5. Such other information required by the Town after the application is reviewed.

The Town requires that a complete and detailed application is submitted to ensure the safety of customers, employees and the public. Therefore, any incomplete application may be denied. The Town reserves the right to deny an application where it is deemed that the proposed activity would result in undue impacts on public health, safety and welfare.

I hereby certify that the above information and plans submitted are true and correct. The undersigned hereby authorizes the application requested and authorizes Town of Canton staff the right to enter the subject property for the purposes of inspection associated with this application.

By signing this document, I affirm that I have reviewed and agree to adhere to all state executive orders, rules or guidelines established for this business.

SIGNATURE OF APPLICANT(S)

SIGNATURE OF PROPERTY OWNER(S)
(Or attach letter consenting to this application)

STAFF SECTION ONLY

After considering the factors set forth in recent Executive Orders, the Zoning Enforcement Officer determines the following:

Application Approved: _____ Yes _____ No

Conditions of approval, if applicable: _____

Signature of Zoning Enforcement Officer

Date