

# RULES AND SUBMISSION REQUIREMENTS FOR OUTDOOR DINING LOCATED ON PRIVATE PROPERTY

## 2. OUTDOOR DINING LOCATED WITHIN AN EXISTING PRIVATE PARKING LOT:

In addition to the above mentioned information, restaurants and food establishments seeking to occupy an existing parking lot or a portion thereof for seating must submit the following to the Department of Planning and Development for review in order to obtain a Letter of Authorization.

- A signed and notarized letter from the property owner addressed to Department of Planning and Development Commissioner, Elizabeth L. Maccarone, requesting the outdoor seating. This letter must contain contact information for the restaurant owner/operator and the property owner.
- A site plan depicting the seating layout, parking space layout and safety measures to ensure that the seating area is protected when necessary.

\*Based upon a review of the site and seating layout, the Department of Planning Development may require revisions to the plan and/or require a site plan be prepared by an architect or engineer licensed in the State of New York.

All outdoor seating and food/beverage service must comply with the New York State's Governor's Executive Orders and guidance issued thereunder. More specific information can be viewed and obtained by visiting the following internet address: <https://forward.ny.gov/phase-two-industries> and viewing the information under the section entitled "Outdoor and Take-Out/Delivery Food Services."

All restaurants and food establishments' owners must abide by the New York State Liquor Authority regulations, rules, and guidance as it pertains to the service of alcohol. More specific information is available at this web site:

<https://sla.ny.gov/new-york-state-liquor-authority-guidance-outdoor-expansion-licensed-premises-response-covid-19>.

Restaurants and food establishments wishing to participate in the Town of Oyster Bay's private parking lot outdoor dining option or if they have any questions about outdoor dining in general should contact Scott Byrne, Superintendent of Planning, Department of Planning and Development at (516) 624-6249 or [sbyrne@oysterbay-ny.gov](mailto:sbyrne@oysterbay-ny.gov). Road closures will be handled by the Town's Highway Department. Anyone seeking to apply for a road closure should petition their local Chamber of Commerce. Chambers, and those seeking the use of municipal lots, should contact [jmccaffrey@oysterbay-ny.gov](mailto:jmccaffrey@oysterbay-ny.gov)

The Town of Oyster Bay's expanded outdoor dining policy will remain in effect until October 31, 2020. The policy will be reconsidered based on its success and the current public health information and guidance available at that time.

*Town Supervisor*  
**JOSEPH SALADINO**  
*Town Board*

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**Thomas P. Hand**  
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