



120 NORTH DUKE STREET, P.O. BOX 1599, LANCASTER, PA 17608-1599

TEMPORARY OUTDOOR RETAIL PERMIT APPLICATION INSTRUCTIONS

The Temporary Outdoor Retail Permit application is the process for applying for the use of outdoor space located in the public right-of-way. This includes the sidewalk, parking spaces, or street closures. See the COVID-19 OUTDOOR RETAIL ORDINANCE RULES AND REGULATIONS for requirements associated with the use of these areas. A temporary license will be issued and will expire December 31, 2020.

The City is committed to processing Temporary Outdoor Retail applications as quickly as possible. If you have any questions about the process, please call the Engineering office at 717-291-4764. Inspectors can assist you in completing the application, including generating the required sketch.

Application Process

1. Complete the application. Email to Engineering@cityoflanasterpa.com or give to inspector during field visit. Applications must include the following items. Items a,b, and c may be provided following the inspection.
 - a. ~~No~~ Outdoor Retail sketch (inspector can assist with creating)
 - b. An insurance certificate naming the City of Lancaster as an additional insured. Liability insurance minimum in the amount of \$100,000 per individual and \$300,000 per occurrence.
 - c. A Hold Harmless Agreement, executed by the applicant (included in application)
2. Call 717-291-4764 to schedule an inspection. The inspector will review your proposal on-site with you. This will identify the number and location of tables etc. allowed based on the space available. The inspector will generate a sketch for the application and will mark where tables must be located in the sidewalk or street. Other parameters will be identified if applicable, such as barrier location or restricted areas.
3. Inspector will bring the application back to the office for processing.
4. Applicant must provide additional paperwork.
5. License will be issued.

Parklets (use of on-street parking spaces)

1. Metered parking spaces - Metered spaces must be rented from the Lancaster Parking Authority (LPA). Cost is \$10/day. Call LPA at (717)- 299-0907 to coordinate rental.
2. Use of any parking space adjacent to moving traffic must be protected with a traffic rated barrier.

07/29/2020

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An Outdoor Retail Space shall:

- Comply with all plans submitted to and approved by the Public Works Engineering Department.
- Operate only during the same hours of business as the sponsoring retail establishment. All patrons must be vacated from the sidewalk outdoor retail space and all materials used in the operation of the outdoor retail space or within the area used by the sidewalk outdoor retail space shall be removed from the sidewalk within one (1) hour of closing, provided, however, that any railing, flooring or other support or enclosure used in the assembly, operation or enclosure of the outdoor retail space may be allowed to remain on the sidewalk area, only if specifically permitted in the Public Work's approval of the retail plans and does not violate the noise ordinance.
- Play no music, from whatever source (acoustical, electric, or other) on the premises outdoors, except in conformance within the city noise ordinance.
- Monitor trash and debris an area extending fifteen (15) feet in each direction from the outermost portion or boundary of the outdoor sidewalk daily.
- Comply with all other provisions of the Codified Ordinances of the City of Lancaster, Lancaster County, Pennsylvania.

07/29/2020



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OUTDOOR RETAIL PERMIT APPLICATION

COVID-19 Outdoor Retail Ordinance 06-2020

Phone: 717-291-4764 | Email: engineering@cityoflanasterpa.com

Establishment: _____
Address: _____
Owner/Applicant _____
Mailing Address: _____
Telephone: _____ Email: _____
City Establishment Business No.: _____
Responsible Person on Site: Name: _____ Telephone: _____

REQUEST: Please check areas below for outdoor retail

Sidewalk Area ☐
Parklet/Parking Space ☐
Street Closure ☐
Retail Dimensions: Length (FT): _____ Width (FT): _____

Requirements Attached:

- ☐ Sidewalk outdoor retail Site Drawing/Sketch
- ☐ Insurance Certificate listing City of Lancaster as an additional insured for the sidewalk outdoor retail area
- ☐ Hold Harmless Agreement, executed by applicant
- ☐ Adjacent property owner permission (if applicable)

A sketch with dimensions listed is required for all requests. Provide existing width and length of sidewalk, parklet, or street area, reduced sidewalk width at existing obstructions, total retail area, and width of resultant clear pedestrian path. A MINIMUM of six-foot-wide clear pedestrian path must be maintained.

DAYS OF OPERATION & TIME *(check days which apply & complete time your outdoor retail site is open)*

<input type="checkbox"/> Monday	Time	_____	to	_____	<input type="checkbox"/> Friday	Time	_____	to	_____
<input type="checkbox"/> Tuesday	Time	_____	to	_____	<input type="checkbox"/> Saturday	Time	_____	to	_____
<input type="checkbox"/> Wednesday	Time	_____	to	_____	<input type="checkbox"/> Sunday	Time	_____	to	_____
<input type="checkbox"/> Thursday	Time	_____	to	_____					



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I hereby certify that: (1) I have read and understand the Instructions Packet, COVID-19 Outdoor Retail Ordinance 06-2020, attached hereto; and (2) the facts and declarations of intent set forth above are true and are intended to be relied upon by the officials of the City of Lancaster.

Print Applicant Full Name

Title

Signature

Date

Revised 07/29/20



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FOR CITY USE ONLY

Additional Approvals:

☐ Lancaster City Parking Authority (if applicable)

Inspection:

Signature

Date

Approved by Department of Public Works:

Signature

Date

Revised 07/29/20



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RELEASE FORM SIDEWALK OUTDOOR RETAIL

The undersigned shall defend, indemnify and hold harmless the City of Lancaster and its agents from and against any and all liability, claims, demands, expenses, fees, fines, penalties, suits, proceedings, actions and causes of action arising from the City conducting its business at said property. The obligation exists whether injury or property damage occurs on the licensed premises. The undersigned's obligation to defend and indemnify does not extend to the willful misconduct of the City of Lancaster or its agents.

Print Applicant Full Name

Title

Signature

Date

Revised 07/29/20