

## Metuchen Outdoor Dining and Retail Program

The Borough of Metuchen, together with a number of local leaders and organizations, have come together to help businesses recover from the impact of COVID-19 once restrictions from the State of New Jersey have been reduced. To that end a number of regulations have temporarily been relaxed to help restaurants expand outdoor dining and local businesses to set up outdoor displays. Some new choices for your business to consider follow:

- Temporary Closure of New Street, Friday at 4:00 P.M. through Sunday at 11:00 P.M. with an opportunity for businesses to set up and restaurants to serve customers,
- Usage of portions of New Street Parking Lot, South Main Street Parking Lot, and Station Place Parking Lot,
- Allowing privately owned parking lots and other private open spaces to be used by businesses and restaurants,
- and use of On-street Parking Spaces for purposes other than parking.

We have created this simple application for your business to indicate to the Borough what you would like to do. When applying, here are a few things to think of.

- Retail Businesses
  - o May locate outdoor displays in the Borough right-of-way or other locations on New Street during designated times, Public Parking Lots, or On-Street Parking Spaces.
  - o Submit a drawing depicting the proposed layout and location of the outdoor display, shall include a depiction of all aisles, routes of ingress or egress, clearances/distances between the outdoor displays and the curb-line
  - o No outdoor display may obstruct the free flow of pedestrian traffic on the pedestrian walkways or any of its approaches and must meet applicable ADA requirements
  - o Retail displays and merchandise must be removed from the right-of-way when the store is not open
- Restaurants
  - o Outdoor dining between the hours of 7:00 A.M. and 11:00 P.M.
  - o If serving alcoholic beverages, must comply with ABC regulations/statutes, and subject to review and approval by Borough Clerk and Chief of Police.
    - Restaurants offering BYOB may extend it to outdoor dining areas
  - o Applicants may be permitted to utilize the public right of way of the adjacent property owner for outdoor dining with the express written consent and approval by the adjacent property owner and business

**Should you be interested in participating in the program, please complete the following application.**

**Please note you may be required to submit additional information including:**

- **Plan/drawing of what you propose to do,**
- **Illustration, rendering and/or photograph of all proposed furniture, umbrellas, and trash receptacles.**

- **Litter Control Plan with number and location of trash receptacles proposed to service the outdoor dining area, and the frequency with which the outdoor dining area will be policed for litter.**
- **Indemnification that names the Borough of Metuchen and Metuchen Parking Authority**

# Metuchen Outdoor Dining and Retail Application

## 1. APPLICANT CONTACT INFORMATION

Your Name: \_\_\_\_\_

Applicant Business Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_  
\_\_\_\_\_

Applicant Cell Phone: \_\_\_\_\_

Applicant E-mail: \_\_\_\_\_

Building Owner Name: \_\_\_\_\_

Is your business –  
\_\_\_\_\_ Restaurant  
\_\_\_\_\_ Retail Business

## 2. CHECK the following that apply for you:

If applicant is a Business Owner, have you reviewed your plan with the property owner and gotten their approval? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will you maintain a six feet pedestrian walkway for the public subject to ADA requirements? \_\_\_\_\_ Yes \_\_\_\_\_ No

What number of trash receptacles will you have? \_\_\_\_\_

How frequently will the outdoor area be policed for litter? \_\_\_\_\_

## 3. WHAT AREAS ARE YOU PROPOSING TO USE (select all that apply, if multiple include plans for each)

\_\_\_\_\_ New Street, Friday at 4:00 P.M. through Sunday at 11:00 P.M

\_\_\_\_\_ Public Parking Lots (check the lot you are interested in using below):

\_\_\_\_\_ New Street Parking Lot,

\_\_\_\_\_ South Main St. Parking Lot.

\_\_\_\_\_ Station Place Parking Lot

\_\_\_\_\_ Privately owned parking lots and other private open spaces to be used by businesses

\_\_\_\_\_ On-street Parking Spaces

\_\_\_\_\_ Sidewalk/Right of Way areas

**4. PLAN.** Submit a plan depicting the proposed layout and location of the outdoor display, shall include a depiction of all aisles, routes of ingress or egress, clearances/distances between the outdoor displays and the curb-line. Also include an illustration, rendering and/or photograph of all proposed furniture, umbrellas, and trash receptacles.

**5. FOR RESTAURANTS ONLY (Retail Businesses Skip This Section)**

How many seats do your currently have indoors \_\_\_\_\_ and outdoors \_\_\_\_\_?

How many seats do your PROPOSE indoors \_\_\_\_\_ and outdoors \_\_\_\_\_?

If you have a liquor license, will you be serving alcohol? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, will require review and approval by Borough Clerk and Chief of Police.

\_\_\_\_\_ BYOB

\_\_\_\_\_ Liquor License

Will you be using sidewalk areas of adjacent properties? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, you will be required to provide express written consent and approval by the adjacent property owner and business, which must be submitted with this Application.

**7. INDEMNIFICATION**

Outdoor Displays in the Borough right-of-way, designated areas of the Public Parking Lots and designated On-Street Parking shall indemnify and hold harmless the Borough of Metuchen and the Parking Authority, its employees, agents, and/or or officers from all claims, losses, liens, expenses, suits and attorney's fees arising out of the placement, operation, and maintenance of the Outdoor Dining Area. Applicants must name the Borough of Metuchen and the Parking Authority of the Borough of Metuchen as an additional insured under the Applicant's general liability insurance, bodily injury, property damage, and personal injury insurance policies, required to have a minimum limit of one million (\$1,000,000.00) Dollars, and provide proof of same to the Borough Administrator, and proof that said policies have been amended to reflect coverage for the proposed outdoor dining area.

**8. CERTIFICIATION**

I, the undersigned, certify that I have received and read the guidelines and procedures of the Metuchen Outdoor Dining and Retail Program. I certify that all information provided herein is true and accurate to the best of my knowledge. I understand that the improvements described in this application must receive all required permit approvals form the Borough of Metuchen prior to the commencement of construction.

---

**Applicant Signature**

---

**Date**

---

**Applicant Name**

---

**Borough Representative Signature**

---

**Date**

---

**Borough Representative Name**

**Permission from Adjacent Property Owner and Business**

I, the undersigned, certify that I have received and read the guidelines and procedures of the Metuchen Outdoor Dining and Retail Program. I certify that all information provided herein is true and accurate to the best of my knowledge. I understand that the improvements described in this application must receive all required permit approvals from the Borough of Metuchen prior to the commencement of construction.

Applicants may be permitted to utilize the public right of way of the adjacent property owner for outdoor dining with the express written consent and approval by the adjacent property owner and business, which must be submitted with the Application.

---

**Address of Adjacent Property**

---

**Adjacent Property Owner Name**

---

**Adjacent Property Owner Signature**

---

**Date**

---

**Adjacent Business Owner Name**

---

**Adjacent Business Owner Signature**

---

**Date**

Please add additional Property Owner and Business Owner Names and Signatures as needed below.