



PLANNING & ZONING

City of Huntington
Planning & Zoning
P.O. Box 1659 | Huntington, WV 25717
(304) 696-5540, option 3
planningdept@huntingtonwv.gov

Outdoor Dining Permit Application

Business Name: _____ **Manager:** _____

Business Address: _____

Email: _____

Applicant Name: _____ **Phone:** _____

Property Owner: _____ **Phone:** _____

The following supporting documentation must be submitted with this application:

- A **site plan** drawn to scale showing the layout for the area which accurately depicts the existing sidewalk conditions, including sidewalk width from building face to curb; location and dimensions of tree wells; locations of lamp posts. Traffic and parking signs, signal poles, trash receptacles, benches, and other sidewalk features or obstructions; as well as design, location, size and space of the dining area, chairs, tables, enclosures, aisles between tables; routes of ingress and egress; clearances between the seating area and the curb. See outdoor dining rules and regulations policy for more information.
- Photos or other graphical representations of furniture, barriers, umbrellas, etc. (including color and material of the same).
- If alcoholic beverages are to be served, a copy of the **WVABCA license** showing approval for outdoor consumption, inclusion of the outdoor dining area into the floor plan of the licensed premises.
- An **administrative fee** of:
 - \$100 for a Non-partitioned area permit. *Non-partitioned area* shall mean an outdoor dining area that is not fenced or otherwise enclosed.
 - \$250 for Small partitioned area permit. *Small partitioned area* shall mean an outdoor dining area that is fenced or otherwise enclosed and occupies 30 or less of linear feet along the adjacent storefront.
 - \$500 for Large partitioned area permit. *Large partitioned area* shall mean an outdoor dining area that is fenced or otherwise enclosed and occupies greater than 30 feet of linear feet along the adjacent storefront.

Features for Outdoor Seating Area:

<input type="checkbox"/> Food service	<input type="checkbox"/> Fence	<input type="checkbox"/> Tables:
<input type="checkbox"/> Alcohol sales	<input type="checkbox"/> Awning/umbrella	<input type="checkbox"/> Chairs:
<input type="checkbox"/> Both (food and alcohol)	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Other:

Liner length of Outdoor Seating Area: _____

If in front of adjacent property, a letter of approval from the property owner must be submitted.

*If for a **Bar** or expansion of a **Bar**

BZA approval date: _____

Conditions: _____

By executing this form the applicant agrees to defend, release, indemnify, and hold harmless the City of Huntington from liability from the construction, maintenance, operation, relocation, discontinuance, or abandonment of the special privilege.

FOR OFFICE USE Received: _____ Staff Initials: _____ Permit Number: _____ Project #: _____
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 Signature of Applicant

 Date

 Signature of Property Owner

 Date

***All applications to be submitted must be typed or legibly written in blue or black ink.**

FOR OFFICE USE ONLY

City Departments					
	Approved	Denied	Special Conditions Required	Signature	Date
Planning and Zoning					
Board of Zoning Appeals					
Public Works					
Huntington Fire Department					
Mayor's Office					

Zoning of abutting properties: _____

Comments or conditional requirements: _____

The request is: ___ Approved ___ Denied

Reviewed By: _____ Date: _____

Annual Fee:

- ___ \$100 – Non-partitioned area
- ___ \$250 – Small-partitioned area
- ___ \$500 – Large-partitioned area