Temporary outdoor customer service area application

This application was created to assist St. Louis Park businesses to reopen amidst the COVID-19 pandemic. It serves as a request to expand outdoor seating areas or to establish a temporary outdoor customer service area for aspects of the business that typically do not occur outside the building.

Due to the potential impacts of the temporary uses, each application will be considered on a case-by-case basis. The city reserves the right to deny an application or revoke/amend an approved permit if it determines the use may pose or is posing a safety or nuisance concern to the neighbors or general public.

To initiate a request, submit this application with the requested information. The city will process the request as quickly as possible; however, delays will result if some of the information is not provided.

General information

Name of business: ______________________________________________________________________
Property address: ______________________________________________________________________
Contact name: ___________________________ Email: ________________________________
Contact phone: ___________________________ Alternate phone: ____________________________

Answer the following questions. Write N/A if not applicable to your request.

Square feet of existing outdoor seating area: ________________________________________________
Square feet of requested temporary outdoor customer service or seating area: __________________
Hours of operation: ____________________________________________________________________
Will a tent be used?  ☐ Yes  ☐ No
   If yes, submit the tent permit application only if the tent will exceed 400 square feet.
Will the dining occur in the public right of way?  ☐ Yes  ☐ No
Will alcohol be served in the temporary seating area?  ☐ Yes  ☐ No
   If yes, submit the temporary extension of licensed premises application to the city clerk’s office.

Inspections made by the city are part of the city’s duty to the general public to further compliance with city codes. Inspections do not constitute any representation, guarantee or warranty, implied or expressed, to the owner, buyer or any other individual as to the condition of the building or conformance to applicable codes. The undersigned acknowledges that they have read this application, that the information submitted by the undersigned is correct, and that the owner agrees to comply with applicable provisions of the St. Louis Park city code.

The permit expires 30 days after the city’s peacetime emergency is ended. However, the city reserves the right to expire all or some permits before this date.

Applicant signature: ___________________________________________ Date: ___________________

Office use only

Permit number: _________________ Building: ________________________ Zoning: ________________________
Copy of tent approval attached: _________________ Copy of liquor license amendment attached: _____________
Additional submittal materials
Submit a site plan that illustrates the items below. You may draw the site plan yourself, but make sure it is clear and includes dimensions. If we cannot quickly and clearly understand the site plan, the application will be delayed as we try to work it out.

1. Property lines
2. Existing buildings, parking lot with parking spaces drawn in and sidewalks
3. Location of the proposed temporary outdoor customer service area. Show each parking space the area will occupy if located in the parking lot. Show remaining spaces available to the customers and employees.
4. Illustrate, with dimensions, how the plan will meet social distance guidelines.
5. If alcohol is served, how will the temporary outdoor seating area be secured so that people are allowed in/out through a controlled area?
6. How it meets the criteria listed below.

Submit a narrative that describes the proposal and how it will meet the criteria noted below.

Criteria to consider
When reviewing the application, city staff will consider the following, so it is important that your site plan and narrative address them. Delays in staff review will result if some of the information is not provided.

1. How the plan meets applicable social distance guidelines.
2. Impacts to adjacent properties/uses. The use should not create a nuisance to adjacent properties and uses. Nuisances may include, but not limited to, noise, lights and odors. The seating area cannot be located on the side of a building adjacent to a residential use.
3. The seating area may not impede access or block signage/visibility to adjacent businesses.
4. The seating area cannot block visibility of pedestrians and vehicles at street and alley intersections. The city will utilize the visibility triangle as illustrated to the right.
5. Is the seating located on private property? It cannot impede pedestrians on public or private sidewalks.
6. Pedestrians must have a safe route that is separate from vehicles.
7. If alcohol will be served, what steps will the business owner take to contain the alcohol in the seating area. Make sure you contact the city clerk to amend the liquor license, which requires city council approval.
8. The location of the tent, if applicable.
9. Illustrate the seating plan on the sidewalk. How many people can the area seat?
10. Make sure the seating area does not impede required exiting from the building.
11. Do not assume you can convert all your parking spaces. The city will expect most of your parking lot to be available to customers and employees.