This information guide has been developed in response to the Governor’s announcement that restaurants may offer outdoor seating and service under Phase 3 of the Restore Illinois Plan. The Governor anticipates that Illinois will move to Phase 3 on May 29, 2020. The Village has determined that, subject to the requirements of the Governor’s Executive Order, regulations adopted by the Illinois Department of Public Health, and the regulations of the Village, restaurants may provide a temporary outdoor seating area subject to the approval of a permit from the Village.

A no-fee permit is required to allow for the establishment of a temporary outdoor seating area. Following the issuance of a permit and the establishment of the temporary outdoor seating area, the Village will inspect the temporary outdoor seating area for compliance with the approved plans prior to its use. Outdoor seating areas established under this permit are considered temporary and shall not constitute a property right in the form of permanent outdoor seating. Outdoor seating areas granted a temporary permit be removed: i) when indoor restaurant dining resumes; or ii) as required by Executive Order of the Governor; or iii) as required by state law; or iv) when the Village determines that such temporary permits are no longer valid.

The following items must be submitted with an application for a Temporary Outdoor Seating Permit:

1. **Form T Permit Application** – Provide all requested information on the application form, and sign and date the Temporary Outdoor Seating Disclaimer/Acknowledgment. Incomplete or unsigned forms will result in review and processing delays.

2. **Property Owner Approval** – If the applicant for the temporary outdoor seating area is not the property owner, the applicant must submit written approval from the property owner authorizing the establishment of the temporary outdoor seating area. If any portion of the temporary outdoor seating area would be located within a parking lot, the property owner’s written approval must specifically authorize the installation of approved barriers that would be placed to isolate or protect customers from vehicular traffic, and must also specifically authorize any proposed temporary reduction of available parking spaces.

3. **Site Plan or Aerial Photo** – A site plan or aerial photo of the temporary outdoor seating area illustrating the following:
   - The location of the seating area on the property, including the overall dimensions (in feet) of the seating area and an indication of the location of the door into the building that employees will use to serve customers. **NOTE:** In most if not all cases, restaurants will not be able to provide as many outdoor seats as were available in indoor dining rooms. The Village will not issue a permit for seating areas that jeopardize customer or employee health or safety or cause undue adverse impacts on neighboring businesses or properties;
   - The location of the outdoor host/hostess station (if provided);
   - The number and layout of tables and chairs and an indication of the maximum outdoor seating capacity. **NOTE:** No parties larger than ten persons, including children, are allowed. The number of patrons allowed at a single table shall be limited to a household unit or patrons who have asked to be seated together. Tables and chairs should be arranged so that patrons at adjacent tables can maintain six feet of separation;
If the seating area is proposed to be located within or immediately adjacent to a parking lot, the site plan must show the quantity, location and dimensions of barriers to be installed to isolate or protect customers from vehicular traffic. **NOTE:** A temporary outdoor seating area may not be established within any handicapped accessible parking stall, and access to handicapped accessible parking stalls may not be blocked by a temporary outdoor seating area; and

- The location and number of trash containers.

4. **Written Operations Plan** – A written plan describing the proposed operation of the temporary outdoor seating area, including descriptions of each of the following:

- The proposed days and hours of operation. **NOTE:** Temporary outdoor seating areas may not operate later than 10:00 pm Sunday through Thursday and 11:00 pm Friday and Saturday. In some cases, outdoor seating areas may need to close earlier due to proximity to residential areas.
- The plan for controlling any adverse impacts (such as noise) associated with the temporary outdoor seating area when located in proximity to residential uses;
- The plan for monitoring of customer activity and enforcement of physical distancing to the greatest extent possible;
- A statement of the restaurant’s policy related to face coverings for employees and customers (when customers are not eating or drinking);
- The plan for notifying customers when it is their turn to be seated, once all outdoor seating is occupied. Restaurants are encouraged to require reservations for outdoor seating, to require customers to wait in their vehicles until their table is available, and to contact customers by mobile phone to let them know when their table is available;
- A statement describing the manner in which customer orders will be accepted. Restaurants are encouraged to require orders to be accepted online or over the phone. Any physical (paper, etc.) menus provided to customers must be single-use menus and must be disposed of after use by each customer;
- If the seating area is proposed to be located within or immediately adjacent to a parking lot, a description of the barrier(s) to be installed to isolate or protect customers from vehicular traffic. Acceptable barriers may include concrete or water-filled jersey barriers or drums, substantial masonry planters, bollards or substantial parking blocks/wheel stops;
- The plan for customer use of restroom facilities, if such use will be allowed, and measures that will be taken to limit the number of customers allowed to enter the building at any one time; and
- The plan for sanitizing tables, chairs, etc. prior to opening for business and after each customer is served. **NOTE:** If at all possible, shared items such as condiment bottles, salt and pepper shakers should not be used, and these items should instead be provided in single use/disposable containers. Where not possible, shared items should only be provided upon request and must be disinfected after each use.

5. **Submitting Your Application** – Although Village Hall remains closed to the public, there is a drop box in the parking lot of Village Hall at 500 N. Gary Avenue where complete permit applications should be deposited. Please place all documents in an envelope marked “Community Development Restaurant Seating Application”.
6. **Permit Review** – Permit applications for temporary outdoor seating areas will be reviewed in the order in which they are received. Permits will not be issued for applications that lack required information. Staff may request revisions to the plans or to the written operations plan, and permits that are issued will include conditions of approval.

7. **Permit Approval, Issuance and Display** – Staff will contact applicants once their permit has been approved and is ready for issuance. Once issued, the permit card must be prominently displayed at the place of business so long as the temporary outdoor seating area remains.

8. **Required Inspection** – Following issuance of the permit, the restaurant may set up the temporary outdoor seating area in accordance with the approved permit. Once the temporary seating area is set up, the applicant should contact the Community Development Department at 630-871-6230 to schedule an inspection.

9. **Additional Requirements** – The following may also apply and may introduce additional requirements depending on the nature of the temporary outdoor seating area:

   - **Existing Outdoor Seating Areas** – If the restaurant already has an approved outdoor seating area, a permit is not required. However, outdoor dining shall only be conducted in accordance with the Governor’s Executive Order, the rules and regulations of the Illinois Department of Health and the Village of Carol Stream.

   - **Tents** – If the temporary outdoor seating area would be located within a tent, the tent must be installed and used in accordance with all Building and Fire Code requirements. Tents with sides are not permitted. Please refer to the attached handout for temporary tents. The permit fee noted on the handout will be waived. Please contact Community Development to review the information required to be submitted with your application with respect to the tent. **NOTE:** The addition of a tent may extend permit review, processing and inspection times.

   - **Service of Alcoholic Beverages** – Restaurants that possess a Class A, B, F, N or T liquor license will be granted approval to serve alcohol under the terms of their approved liquor license during the term of this temporary permit for outdoor dining. Signs shall be posted and enforced by the restaurant prohibiting removal of alcoholic beverages beyond the premises of the outdoor dining area. Beverages may only be served in plastic cups. **NOTE:** Permits are subject to termination for non-compliance with all applicable liquor license and Village Code requirements.

   - **Restroom Facilities** – Except for the use of restroom facilities, **indoor seating areas and dining rooms remain closed to the public.** Restaurant employees should limit the number of customers allowed to enter the building to utilize restrooms. Masks must be worn by customers allowed to enter the building, and signs must be posted in the restrooms advising customers of the need to wash their hands.

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**Should you have any questions,**

**Please contact the Community Development Department**

**Phone:** (630) 871-6230

**E-mail:** communitydevelopment@carolstream.org