CHECKLIST FOR SIDEWALK SEATING APPLICATION

Applicants should review the requirements on the instruction sheet, complete the application and this checklist before submitting the following to the Department of Health and Human Services:

- Completed Application Form and fee. The fee is $100.00 for new applications and $50.00 for renewals. Checks should be made payable to the City of Newton.

To submit your permit application, drawing and payment:

- In Person, please deliver to the Newton Health and Human Services Department, Newton City Hall, 1000 Commonwealth Avenue, Newton, MA 02459.
- Via mail, Newton Health and Human Services Department, Newton City Hall, 1000 Commonwealth Avenue, Newton, MA 02459. Attn: Sidewalk Permitting

- Site Plan. The site plan can be a drawing on an 8 ½” x 11” sheet but should show property lines, structures on the property, layout and dimensions of the outdoor dining area, proposed number and location of tables, chairs and other furnishings to be included in the dining area; the relationship of the outdoor dining area to the indoor dining area and all permanent and temporary fixtures or objects between the curb line and the restaurant (such as signs, trees, parking meters, utility poles, bike racks, trash cans, flower beds, etc.).

- Proof of License(s) to sell food and/or alcohol. If this is a new business, applications for a common victualler’s and/or alcohol license must be first approved by the Licensing Board of Commissioners and can be submitted to the Department of Health and Human Services at the same time as this application.

- Proof of Liability Insurance. Liability insurance must meet City standards, name the City as additionally insured for the term of the permit to the approval of the City Solicitor’s Office.