



Department of Community & Economic Development

City of Hyattsville · Hyattsville, Maryland 20781 · Telephone: (301) 985-5000 · Fax: (301) 985-5007

permits@hyattsville.org · www.hyattsville.org

TEMPORARY OUTDOOR SEATING/CURBSIDE PICK-UP PERMIT APPLICATION

All information requested in this application must be answered completely.

SUBJECT PROPERTY

Street Address _____

APPLICANT *(if property owner is not the applicant, permission letter from property owner is required)*

Name _____

Street Address _____ Suite No. _____

City _____ State _____ Zip Code _____

Telephone Numbers: Work _____ Cell _____ E-mail Address _____

PROPERTY OWNER *(if property owner is not the applicant, permission letter from property owner is required)*

Name _____

Primary Contact _____

Street Address _____ Suite No. _____

City _____ State _____ Zip Code _____

Telephone Numbers: Work _____ Cell _____ E-mail Address _____

TENANT/OCCUPANT

Name _____

Primary Contact _____

Street Address _____ Suite No. _____

City _____ State _____ Zip Code _____

Telephone Numbers: Work _____ Cell _____ E-mail Address _____

PERMIT DETAIL INFORMATION

Check All That Apply: Outdoor Seating Curbside Pick-Up

Temporary Outdoor Seating (if applicable)

Number of Tables _____ Number of Chairs _____ Lot Name and Number: _____

Check All That Apply:

Temporary Tent(s)

Located within a City of Hyattsville sidewalk/street/property

Temporary Curbside Pick-Up (if applicable)

Number of Parking Spaces Designated _____ Designated Drop-off & Loading Times _____

Temporary Signage? Yes *(if yes please provide dimensions and type):* _____

No

Location of Spaces (Check All That Apply):

Private parking lot or street

City of Hyattsville parking lot or street

SUBMISSION REQUIREMENTS FOR OUTDOOR SEATING

- Seating plan, with dimensions, showing locations of tables and chairs, egress points, pedestrian pathways and proximity to restaurant
- Permission letter from property owner (if applicable)
- Temporary traffic circulation plan (if applicable)
- Temporary Restaurant License and Permit Agreement (if applicable)
- Provide approved Prince George's County Temporary Outdoor Seating permit
- Any additional information which may be reasonably required by City staff to accomplish the review of this application

SUBMISSION REQUIREMENTS FOR CURBSIDE PICK-UP

- Site plan showing the location of designated curbside pick-up and proximity to business establishment
- Permission letter from property owner (if applicable)
- Temporary Retail Business License and Permit Agreement (if applicable)
- Any additional information which may be reasonably required by City staff to accomplish the review of this application

SUBMISSION REQUIREMENTS

- Identify whether your existing use and occupancy permit allows for outdoor seating
- Identify the type of beer, wine, and or liquor license held (if applicable) _____
- Identify the number of chairs and total capacity accessible
- Include certification of liability insurance

Applicant's Signature _____ **Date** _____