



120 NORTH DUKE STREET, P.O. BOX 1599, LANCASTER, PA 17608-1599

An Outdoor Retail Space shall:

- Comply with all plans submitted to and approved by the Public Works Engineering Department.
- Operate only during the same hours of business as the sponsoring retail establishment. All patrons must be vacated from the sidewalk outdoor retail space and all materials used in the operation of the outdoor retail space or within the area used by the sidewalk outdoor retail space shall be removed from the sidewalk within one (1) hour of closing, provided, however, that any railing, flooring or other support or enclosure used in the assembly, operation or enclosure of the outdoor retail space may be allowed to remain on the sidewalk area, only if specifically permitted in the Public Work's approval of the retail plans and does not violate the noise ordinance.
- Play no music, from whatever source (acoustical, electric, or other) on the premises outdoors, except in conformance within the city noise ordinance.
- Monitor trash and debris an area extending fifteen (15) feet in each direction from the outermost portion or boundary of the outdoor sidewalk daily.
- Comply with all other provisions of the Codified Ordinances of the City of Lancaster, Lancaster County, Pennsylvania.

07/29/2020



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OUTDOOR RETAIL PERMIT APPLICATION

COVID-19 Outdoor Retail Ordinance 06-2020

Phone: 717-291-4764 | Email: engineering@cityoflanasterpa.com

Establishment: _____

Address: _____

Owner/Applicant _____

Mailing Address: _____

Telephone: _____ Email: _____

City Establishment Business No.: _____

Responsible Person on Site: Name: _____ Telephone: _____

REQUEST: Please check areas below for outdoor retail

Sidewalk Area

Parklet/Parking Space

Street Closure

Retail Dimensions: Length (FT): _____ Width (FT): _____

Requirements Attached:

- Sidewalk outdoor retail Site Drawing/Sketch
- Insurance Certificate listing City of Lancaster as an additional insured for the sidewalk outdoor retail area
- Hold Harmless Agreement, executed by applicant
- Adjacent property owner permission (if applicable)

A sketch with dimensions listed is required for all requests. Provide existing width and length of sidewalk, parklet, or street area, reduced sidewalk width at existing obstructions, total retail area, and width of resultant clear pedestrian path. A MINIMUM of six-foot-wide clear pedestrian path must be maintained.

DAYS OF OPERATION & TIME *(check days which apply & complete time your outdoor retail site is open)*

Monday Time _____ to _____

Tuesday Time _____ to _____

Wednesday Time _____ to _____

Thursday Time _____ to _____

Friday Time _____ to _____

Saturday Time _____ to _____

Sunday Time _____ to _____



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I hereby certify that: (1) I have read and understand the Instructions Packet, COVID-19 Outdoor Retail Ordinance 06-2020, attached hereto; and (2) the facts and declarations of intent set forth above are true and are intended to be relied upon by the officials of the City of Lancaster.

Print Applicant Full Name

Title

Signature

Date

Revised 07/29/20



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FOR CITY USE ONLY

Additional Approvals:

Lancaster City Parking Authority (if applicable)

Inspection:

Signature

Date

Approved by Department of Public Works:

Signature

Date



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RELEASE FORM SIDEWALK OUTDOOR RETAIL

The undersigned shall defend, indemnify and hold harmless the City of Lancaster and its agents from and against any and all liability, claims, demands, expenses, fees, fines, penalties, suits, proceedings, actions and causes of action arising from the City conducting its business at said property. The obligation exists whether injury or property damage occurs on the licensed premises. The undersigned's obligation to defend and indemnify does not extend to the willful misconduct of the City of Lancaster or its agents.

Print Applicant Full Name

Title

Signature

Date