

TEMPORARY RELAXED SITE PLAN APPLICATION CHECKLIST

Bars or restaurants seeking approval to **relocate existing seating** into the Borough right-of-way or other locations on site shall submit the following (as detailed in adopted West Cape May Ordinance 581-20).

- Site drawing to scale (professional not required) depicting the existing and proposed layout and location of seating inside and outside of the establishment – please include reference points and cardinal directions to expedite the review process.
- Confirmation of the number of existing, approved tables and seats (ex.: copy of mercantile license)
- Depiction of all aisles, routes of ingress and egress, clearances or distances between takes and between the seating area and curb line
- Location of all food preparation and service areas
- Illustration, rendering or photograph of all proposed furniture, umbrellas, and trash receptacles
 - Proposed tables and chairs, furniture, umbrellas, trash receptacles, etc. must be of like nature and appearance to what is currently utilized on site
- Litter Control Plan
- Brief narrative describing the proposed method of serving food and beverages in the expanded area(s)
- Notarized Hold Harmless Agreement
- If alcohol is to be served or sold, proof of compliance with all applicable ABC regulations and statutes, including extension of premises applications

Applications that involve expansion onto Borough property must be approved by the West Cape May Zoning Official and must also include the follows (in addition to the items required above):

- Use License/Indemnification Agreement (signature witnessed)
- Certificate of Insurance naming the Borough of West Cape May as an additional insured under general liability – minimum of One Million (\$1,000,000.00) Dollars – additional details attached
 - Proof that the insurance policies have been amended to reflect coverage for the proposed outdoor dining area

Submit **complete** application (all required documents must be submitted at the same time) to the West Cape May Zoning Office either by e-mailing a scanned **color** copy to nroach@westcapemay.us or by dropping off a **color** copy to Borough Hall.

Any temporary site approval granted is subject to the State of New Jersey relaxing the provisions of Executive Order 107 pertaining to the operation of restaurants and bars in relation to social distancing requirements. If Executive Order 107 or this Ordinance is rescinded, or if social distancing requirements are eliminated, any temporary approval afforded in accordance with the terms and conditions of this Ordinance shall be deemed void, and applicants shall be required to immediately return tables and seats to their previously approved locations.