



COVID 19 RELIEF | RESTAURANTS AND BARS TEMPORARY EXTENSION OF PREMISE APPLICATION

Gilbert remains focused on slowing the spread of COVID-19 in our community while continuing to support the operation of local businesses. The Temporary Extension of Premise program is designed to allow Gilbert eating and drinking establishments the opportunity to expand their services to outdoor areas for up to 6 months. The intent is to provide greater social distancing opportunities and to allow for the redistribution of occupancy for sites with no, or limited, outdoor seating. The review shall be completed within 14 calendar days and there is a \$50 fee associated with a Temporary Expansion of Premise.

- Services may include dining, drinking, cashiering, waiting, and other services normally provided.
- Expansion areas may include parking lots, sidewalks, or landscaped areas on the property.
- Expansions may not block or obstruct emergency exit doors; pedestrian or vehicular entries or exits; fire lanes; fire hydrants; fire department connections; ADA parking, ramps, or walkways.
- Expansion areas must be within 60 feet of the existing eating and drinking establishment.

To receive approval for the temporary expanded patio area, please complete these steps:

- Step 1** Complete this Temporary Expansion of Premise Application
- Step 2** Provide a Site Plan clearly outlining the expansion of premise area (see attached example)
- Step 3** Provide a Floor Plan of the exiting development and the expansion of premise (see attached example)
- Step 4** If alcohol will be served, complete attached Arizona Department of Liquor Licenses and Control Application for Extension of Premise/Patio Permit
- Step 5** Email the completed application(s), site plan, and floor plan to onestopshop@gilbertaz.gov or you may submit the application in person at 90 E. Civic Center Dr.
- Step 6** If you submitted the application via email, you will then be contacted to pay the \$50 fee. If you submitted the application in-person, the fee will be charged at the time of submittal

Please note that a permanent expansion of a patio or outdoor eating area must receive Planning Division approval through an [Administrative Design Review](#) prior to submitting for an Extension of Premise and does not qualify for this temporary expansion process.



COVID 19 RELIEF | RESTAURANTS AND BARS TEMPORARY EXTENSION OF PREMISE PERMIT APPLICATION

Property Address: _____
 Licensee Name: _____
 AZ TPT License Number: _____
 Alcohol License Series _____
 Type of Establishment: _____

1. Please describe the location of the expansion(e.g. 5 parking spaces and 50sqft of sidewalk):

2. Adding shade structures, tents, generators, or other semi-permanent fixtures? Describe:

Property Owner: (All information must be provided)

Name (print): _____ E-mail: _____
 Address: _____
 City, Zip: _____
 Phone: _____ Business Mobile Home Other
 Signature*: _____ Date: _____

*If signature is not provided above, a letter of authorization from the property owner is required.

By signing below, the signer confirms that Licensee has the legal authority to bind Licensee to the terms and conditions of approval regarding this Town of Gilbert Temporary Expansion of Premise Application and the Property Owner allows Licensee to create or expand outdoor dining, drinking, and service areas as proposed herein to improve healthy social distances between patrons, as outlined in the Expansion of Premise Application. Should the temporary premises be located within the public right-of-way or public property, Licensee further agrees to: (1) submit a certificate of insurance that names the "Town of Gilbert and its officers, employees, and contractors" as "Additional Insured" on its insurance policies (except workers compensation); and (2) indemnify, hold harmless and release the Town of Gilbert and its officers, employees, and contractors from and against any and all liability, losses and damages of any nature arising out of or in any way connected with the activities conducted by Licensee.

Licensee/Contact: (All information must be provided)

Licensee Name: _____
 Contact: _____ E-mail: _____
 Address: _____
 City, Zip: _____
 Phone: _____ Business Mobile Home Other
 Signature : _____ Date: _____

The provisional temporary expansion naturally expires in 6 months at which time dining areas will need to return to originally permitted areas. This program and any approval do not supersede current or future proclamations issued by State or Local authority.

Site Plan Example



Project Data

Address: 123 S. Main Street
 Parcel No. : 304-55-652
 Site Area: 50,544 sf
 Existing Building Area: 7,000 sf
 Expansion Area: 300 sf

Existing Parking: 72 Stalls
 Existing ADA Parking: 6 Stalls
 Number Parking Stalls to be Impacted: 0

Scope of Work:

- 10' x 30' gravel patio expansion connected to existing building
- patio to be shaded by 5 portable fabric umbrellas
- No landscape or walls will be removed
- 3' wrought iron fence proposed around the patio
- 3 existing ramps

Required Items to be Included on the Exhibit:

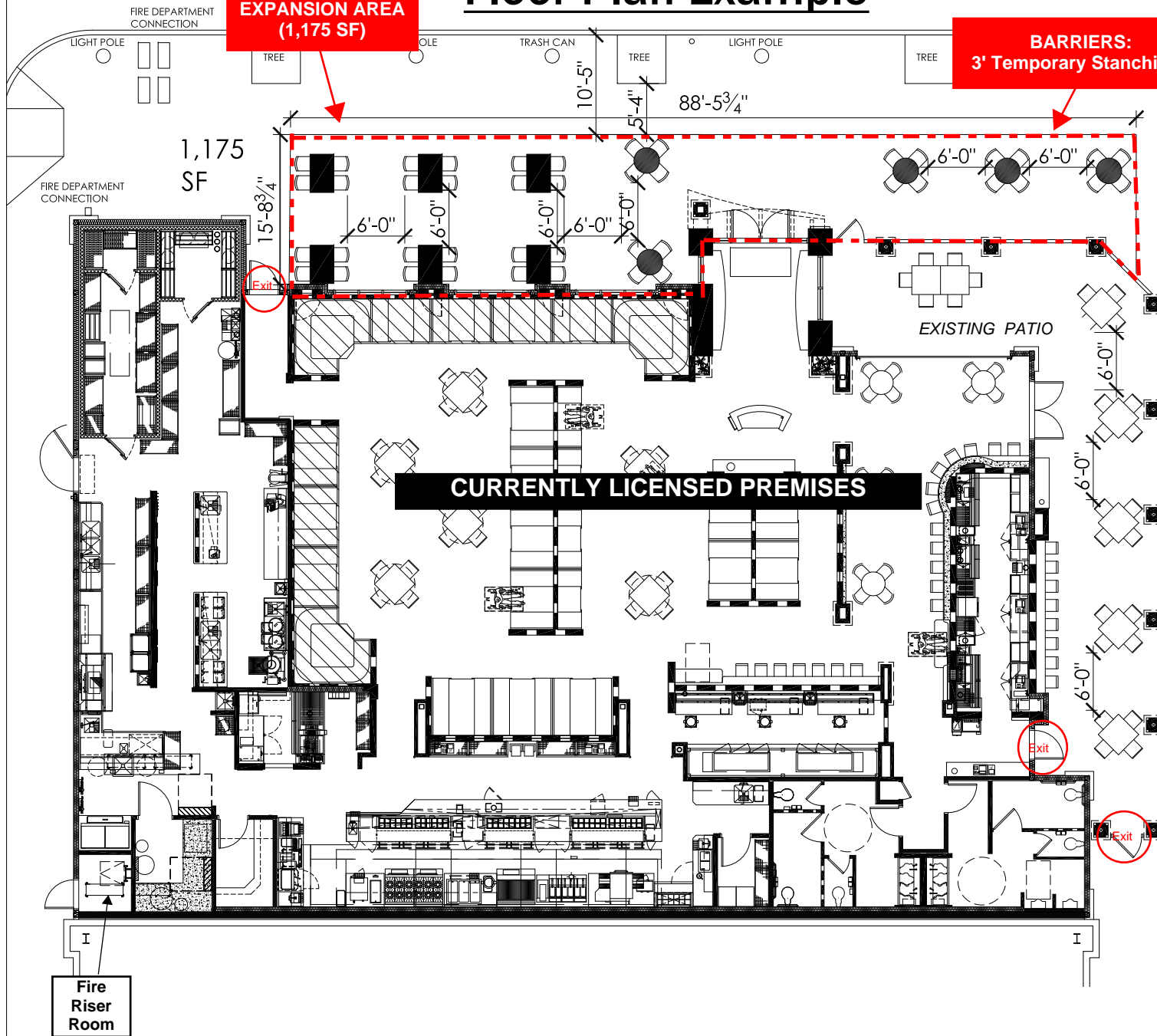
- Approved site plan, hand drawn site plan or aerial photo (such as Google maps)
- Property Address
- Surrounding Roads
- Area of expansion boundary
- Fire hydrant(s) locations
- Existing fire lane(s)
- ADA Parking
- ADA ramp(s)

Project Details:

- Label address or assessor parcel number
- Label dimension of temporary expansion
- Label total square footage of the expansion
- Note the barrier location , height, and material
- Note whether the expansion is covered or uncovered
- If expansion is covered, note what it is covered with
- Note if adding removing or adding parking spaces or ramps
- Label distances of expansion to sidewalk, and landscaping areas
- Label existing/proposed ADA parking and ramps
- Note if existing landscape, walls or other site features will be changed
- Label front door of business



Floor Plan Example



- Required Items to be Included on the Exhibit:**
- Label area of expansion
 - Label dimensions of expansion area including distances between tables, pedestrian pathways, and width of access points
 - Identify the proposed barrier for the expansion and provide a description of the type of barrier proposed
 - Label the following additional items existing within the establishment: exits, paths, Fire Riser Room, fire extinguishers, and current path of egress



Arizona Department of Liquor Licenses and Control
 800 W Washington 5th Floor
 Phoenix, AZ 85007-2934
 www.azliquor.gov
 (602) 542-5141

DLLC USE ONLY

CSR:

Log #:

APPLICATION FOR EXTENSION OF PREMISES/PATIO PERMIT

OBTAIN APPROVAL FROM LOCAL GOVERNING BOARD BEFORE SUBMITTING TO THE DEPARTMENT OF LIQUOR

****Notice: Allow 30-45 days to process permanent change of premises****

Permanent change of area of service. **A non-refundable \$50. Fee will apply.** Specific purpose for change:

Temporary change (**No Fee**) for date(s) of: ___/___/___ through ___/___/___ list specific purpose for change:

1. Licensee's Name: _____ License#: _____

Last

First

Middle

2. Mailing address: _____

Street

City

State

Zip Code

3. Business Name: _____

4. Business Address: _____

Street

City

State

Zip Code

5. Email Address: _____

6. Business Phone Number: _____ Contact Phone Number: _____

7. Is extension of premises/patio complete?

If no, what is your estimated completion date? ___/___/___

8. Do you understand Arizona Liquor Laws and Regulations?

Yes No

9. Does this extension bring your premises within 300 feet of a church or school?

Yes No

10. Have you received approved Liquor Law Training?

Yes No

11. What security precautions will be taken to prevent liquor violations in the extended area? _____

12. **IMPORTANT:** Attach the revised floor plan, clearly depicting your licensed premises along with the new extended area outlined in black marker or ink, **if the extended area is not outlined and marked "extension" we cannot accept the application.**

Barrier Exemption: an exception to the requirement of barriers surrounding a patio/outdoor serving area may be requested. Barrier exemptions are granted based on public safety, pedestrian traffic, and other factors unique to a licensed premises. List specific reasons for exemption:

Approval Disapproval by **DLLC**: _____ Date: ____/____/____

I, (Print Full Name) _____, hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Applicant Signature: _____

GOVERNING BOARD

After completion, and **BEFORE submitting to the Department of Liquor**, please take this application to your local Board of Supervisors, City Council or Designate for their recommendation. This recommendation is not binding on the Department of Liquor.

Approval Disapproval

Authorized Signature

Title

Agency

Date

DLLC USE ONLY

Investigation Recommendation: Approval Disapproval by: _____ Date: ____/____/____

Director Signature required for Disapprovals: _____ Date: ____/____/____