



**THE CITY OF POUGHKEEPSIE
NEW YORK**

BUILDING PLANNING & ZONING
62 CIVIC CENTER PLAZA, 2ND FLOOR
POUGHKEEPSIE, NY 12601

Phone: (845) 451-4007 Fax: (845) 451-4006

EXPANDED OUTDOOR DINING & RETAIL CERTIFICATION REQUEST

Existing restaurants and retail establishments may temporarily expand dining and retail services to outdoor areas of private and public property, as described and regulated in the City of Poughkeepsie GUIDE FOR EXPANDED RESTAURANT + RETAIL SPACE (“Outdoor Expansion Guidebook”), pursuant to submittal of this certification request and required attachments.

- () Provide a detailed site sketch of the expanded area.
- () Attach a Notice of Consent of the landlord or property owner, if not the Business Owner/Proprietor
- () Attach copy of the attached SLA Licensee Certification if you intend to extend an existing SLA liquor/service license to the expanded area.

Date _____
 Name of Establishment _____
 Address _____
 Business Owner/Proprietor _____
 Email Address _____ Phone _____
 Property Owner _____
 Type of Operation _____
 Maximum Occupancy of Existing Business _____
 Existing Approval to serve Alcoholic Beverages Yes ___ No ___

If you are seeking to expand service to an off-premise location (off-premise private parking lot, city-owned sidewalk, or on-street parking space) please provide a brief description of the location, type of space (sidewalk café, parklet, etc.), and the space’s relative location to your existing establishment.

The owner/applicant of the property covered by this application and the undersigned applicant agree:

- To conform to all applicable laws of this jurisdiction.
- To adhere to the rules and regulations stipulated in the City Outdoor Expansion Guidebook
- To permit the inspectors designated by the City to access and inspect the site at all reasonable times.
- Conform to Chapter 13 ½ of the City of Poughkeepsie Code regarding noise.

Signature of Business Owner/Operator

Date

Signature of Property Owner
Certification ID# _____

Date
Department Approval _____

**Completed forms may be dropped off in the lobby of City Hall or emailed to the
Planning Department at nquinn@cityofpoughkeepsie.com.**