



City of Lowell
Temporary Outdoor Expansion for Restaurants
Application

Name: _____

Business Name: _____

Business Address: _____

Phone Number: _____

Email Address: _____

Are you installing a tent?*

- Yes, less than 400 SQ FT
- Yes, greater than 400 SQ FT
- No

Do you plan on serving alcohol?

- Yes
- No

Required Documents:

1. Sketch of Expanded Seating Area Rough; include proposed number of outdoor tables, chairs, and umbrellas. Please make sure to note the distances between each table so as to confirm compliance with social distancing guidelines and there is adequate pedestrian access.
2. Provide property owner consent if proposed outdoor seating area is on private property or expands along the frontage of an adjacent storefront area.
3. Specs and dimensions of installation of proposed tent no greater than 400 SQ FT. ¹
4. Certificate of Insurance in at least the amount of \$500,000 combined limit for bodily injury and property damage, naming the City as an additional insured.

Print out this completed form and Required Documents and Mail to:

City of Lowell
375 Merrimack Street
Lowell, MA 01852
ATTN: Eric Slagle, Director of Development Services

¹ Tents larger than 400 SQ FT will require a Building Permit from the Division of Development Services and the Lowell Fire Department