



LUKE BRONIN
MAYOR

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DEPARTMENT OF DEVELOPMENT SERVICES

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ERIK C. JOHNSON
DIRECTOR

DOCUMENTS NEEDED TO COMPLETE AN OUTDOOR ACTIVITIES APPLICATION

Consolidated Application with Public Works, Health, and Hartford Fire

- Photo(s) of the area you propose to utilize

For All Outdoor Dining/Retail Areas:

- A sketch or drawing of the proposed area roughly drawn to scale with dimensions. If applicable:
 - Please show the location and size of tents.
 - Please identify how the area will be sectioned off.
 - Please show number of tables and distance between (6' minimum).
- If constructing a platform in one or more public parking spaces (a "parklet"), please submit specifications or building plans.

For Signage Requests:

- A sketch or photo of the proposed signage with dimensions shown

If You Are Proposing to Use Private Property Different from the One Where Your Business is Located:

- A signed letter from the owner of record indicating approval of the proposed use. Make sure the document states your business name and the proposed hours of operation.
- If the letter is signed by someone other than the owner of record - Please submit proof establishing the agent of the owner as a signatory OR if an LLC, documentation showing the signer's name

Note: To find your *Parcel ID Number* and *Zoning District* - visit <https://gis1.hartford.gov/Html5Viewer/index.html?viewer=PropertyViewer> and search for your address. The Parcel ID Number is shown when you search for the address. The zoning district is shown if after you search for the address you click "Link to view the Property Record Card"

FOR ASSISTANCE PLEASE CONTACT: Peter Bryanton, Economic Development Project Manager
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