



**City of Madison Building Inspection Division**  
215 Martin Luther King Jr Blvd, Suite 017 PO Box 2984 Madison, WI 53701-2984  
608.266.4551 <http://www.cityofmadison.com/dpced/bi/>

## Temporary Outdoor Seating Application

**BE SURE TO INCLUDE THE FOLLOWING WITH YOUR APPLICATION:**

- ✓ Site Plan showing location of outdoor seating. If you do not have a site plan, please email [Zoning@cityofmadison.com](mailto:Zoning@cityofmadison.com) to request a PDF copy.
- ✓ Property owner's approval

OFFICE USE ONLY	
Permit Number: LND _____	-20 - _____
Application Date _____	
Issued Date _____	
Approved by _____	
Zoning District _____	

**Location Address** \_\_\_\_\_

**Business Name** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Which of the following best describes the Use?**

- Brewpub     
  Coffee shop or Tea House     
  Restaurant (You do **NOT** have an alcohol license)
- Tavern     
  Tasting Room for Brewery, Distillery, or Winery     
  Nightclub
- Restaurant-nightclub (You have an entertainment license)     
  Restaurant-tavern (You have an alcohol license)

**Do you have an existing outdoor seating Conditional Use approval?**     Yes       No

**Do you have an existing liquor license?**     Yes       No

**Your capacity limit set by Building Inspections:** \_\_\_\_\_

I understand the temporary outdoor eating area requirements as listed on the following page and understand once this application is approved, it is only valid until **April 14<sup>th</sup>, 2022**. Any violations of the temporary accessory outdoor eating area approved by the Zoning Administrator shall be enforceable by the Zoning Administrator as ordinance violations under Chapter 28, Madison General Ordinances.

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner's signature\*:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\* Or attached separate letter of approval from property owner

\*\*\* Please see following page for temporary outdoor seating requirements and Site Plan requirements \*\*\*

### Temporary Outdoor Seating Requirements

All temporary outdoor eating areas approved through this review are subject to the following requirements:

1. Hours of Operation
  - New Outdoor Eating Areas must close by 10pm Sunday – Thursday, and by 11pm on Friday and Saturday.
  - Expanded existing Outdoor Eating Areas: Hours shall be set as provided in existing Conditional Use approval.
2. No outdoor amplified sound in new or expanded outdoor seating areas.
3. Additional Exterior lighting required for any seating areas operating after dusk shall comply with Code requirements. Light levels are to be the same or equal to parking lot requirements. If new wiring is required to power the lights, an electrical permit is required. Use of extension cords is not permissible.
4. The Zoning Administrator, Traffic Engineer, and City of Madison Fire Department shall approve any outdoor seating under this order.
5. The site must be operated in conformance with all City of Madison Fire requirements for building accessibility, and regulations from Public Health Madison & Dane County.
6. Tables, chairs, barricades, and fencing shall be safely secured on site when not in use.
7. If alcohol is served, signs shall be displayed for patrons stating that alcohol must stay within the seating area.
8. Under no circumstances do approvals for new or expanded outdoor eating areas allow for the creating of a “beer garden” or other social gathering space for patrons to stand and congregate to drink for any purpose.
9. All new or expanded outdoor eating areas shall post a sign with language provided by the City directed outward from the seating area to inform the public of the temporary approval.
10. Streatery establishments shall comply with Madison General Ordinances related (but not limited) to outdoor heating units, propane tank storage, tents, and snow removal. It is the responsibility of the Streatery establishment to comply with all regulations. Operators using outdoor heating units on City sidewalks may be required to sign an agreement relating to liability for their use.
- 11. This temporary approval shall expire on April 14<sup>th</sup>, 2022.**

More information and guidelines for the Streatery Restaurant Recovery Program can be found [here](#). Information specifically related to operating through the fall, winter, and spring can be found [here](#).

### Site Plan Review Requirements

The site plans shall be drawn to scale and shall accurately reflect the location and layout for the temporary facility. Temporary outdoor eating areas may be located in parking spaces or other paved areas on the zoning lot immediately adjacent to the tenant space, and must be designed to be accessible for persons with disabilities. The amount of parking replaced with seating will be approved on a case by case basis. Under no circumstance may the combined indoor and proposed outdoor seating exceed maximum capacity of persons, as established by the Building Inspection Division.

The site plan shall identify the tenant space and layout of the outdoor seating located on the site. Seating areas in parking lots shall be located behind traffic barriers, such as cones, type 3 barricades, portable fencing, etc., which shall be identified on the site plan. Seating areas for establishments with liquor licenses must secure the seating area with “light fencing”. Seating areas may not impede any vision triangles or accessible routes. If tents will be used, show location and dimensions of tents on the site plan. Additionally, no parking for disabled persons may be repurposed for outdoor eating areas, unless those spaces are relocated elsewhere on the property, which will need to be shown on the site plan, to confirm the location and width meets code requirements.

No permanent structures may be erected under this temporary approval. The City of Madison Fire Department requirements are listed under “Madison General Ordinance (MGO) 29.355 - Use of Tents for Merchandising and Display; Wisconsin Administrative Code Chapter COMM 62; and 14, International Fire Code Chapter 24”. If you have any questions regarding tents and heating, please call the Fire Prevention Division at 266-4420.

If you do not have a site plan of your lot, please email [Zoning@cityofmadison.com](mailto:Zoning@cityofmadison.com) to request a PDF copy.

The completed application, property owner approval letter, and site plan are to be emailed to [Zoning@cityofmadison.com](mailto:Zoning@cityofmadison.com) for agencies review. Any questions regarding this temporary outdoor seating application can be sent to [Zoning@cityofmadison.com](mailto:Zoning@cityofmadison.com).