



**“TEMPORARY OUTDOOR SEATING CHECKLIST”  
SUBMITTAL REQUIREMENTS FOR BARS AND RESTAURANTS TO OPEN  
ON OR AFTER JUNE 1<sup>ST</sup> FOR OUTDOOR SEATING**

**Businesses seeking Outdoor Seating Areas must submit the following:**

1. Letter or email from Business indicating intent or desire to open outdoor seating service Area, with sufficient details to understand what is being proposed.
2. Copy of COVID-19 Business Preparedness Plan.
3. If not current owner of the property, proof/verification/authorization to use property.
4. Map showing the perimeter of the proposed Outdoor Seating Area
  - a. Indicate type of fencing to be used.
  - b. Show ingress and egress to seating area.
  - c. Show access to restroom facilities (or portable restrooms).
  - d. Show location of appropriate refuse container(s).
5. Indicate whether portable picnic tables or other type of seating is being provided, as well as whether umbrellas, tents, canopies, awnings, etc. are being provided to temporarily cover seating for patrons.
6. Verification that the outdoor seating area is “compact and contiguous” to the main building structure *if alcohol will be served*.
7. Proof that the liquor liability insurance covers alcohol sales in any expanded outdoor spaces (i.e. updated Certificate of Insurance needs to be provided to cover Premises Extension).

**Prior to opening – the Business must receive:**

1. Final approval of Regulatory Flexibility Authorization form by City.
2. Signed License Agreement form if using City property for the outdoor seating area. This is required for use of any City parking lots, sidewalks, streets and alleys.

**SUBMISSION OF ITEMS or QUESTIONS TO:** CITY ADMINISTRATOR’S OFFICE  
208 NW 1st Avenue  
Faribault, MN 55021  
Email- [hslechta@ci.faribault.mn.us](mailto:hslechta@ci.faribault.mn.us)  
Telephone- 507.333.0353