

City of Clifton
ZONING DEPARTMENT
900 CLIFTON AVENUE
CLIFTON, NEW JERSEY 07013

DANIEL HOWELL
ZONING OFFICER

Tel: 973-470-5808
Fax: 973-471-1837

June 15, 2020

Dear Applicant:

We know how challenging the Covid-19 pandemic must have been on your business over the last few months. In an effort to reopen Clifton Businesses in a manner that ensures the health and safety of both your employees and patrons, we ask that you adhere to Executive Order 150 signed by Governor Murphy on June 3rd which allows for Outdoor Dining. In accordance with this Executive Order, the Mayor and City Council adopted Resolution 204-20, which has temporarily amended Clifton City Ordinance Chapter 377, to help businesses reopen safely and successfully. The application fee has been waived for 2020.

All businesses must complete the *Application for License* as well as provide a detailed seating/plot plan. For your convenience, I have enclosed the above stated documents along with insurance requirements.

Beginning on Monday, June 15th, pending approval from the City of Clifton, Clifton restaurants may open for outdoor dining under the following guidelines:

- Restaurants may operate daily between the hours of 7:00am – 11:00pm
- Restaurants are permitted to use 50% of their private parking lot for Outdoor Dining, with permission of the landlord and owner of the parking lot.
- Restaurants **MUST** comply with all guidelines referenced in **ALL** Executive Orders issued by Governor Murphy referencing the Covid-19 pandemic and City of Clifton Ordinance Chapter 377
- Face Coverings are **REQUIRED** for employees at all times, and patrons at all times except when seated (i.e. Going to the Restroom, Standing on line, going indoors for any reason)
- All licensed restaurants offering outdoor dining shall fully comply with all social distancing guidelines, gathering restrictions and other provisions contained in all Executive Orders issued by Governor Murphy, and as may be modified in the future as well as any ordinances and/or rules or regulations that may be implemented by the Clifton Health Department and/or Zoning Officer
- All current ABC Licensed Premises who are interested in expanding alcohol consumption outdoors will need to apply for a permit to operate from June 15, 2020 to November 30, 2020.

- Establishments will be required to follow a number of Covid-19 Health and safety protocols issued by the Department of Health including a limit of 8 customers per tables and requirements of 6 feet of distance between guests.
- As long as this is in effect, smoking is prohibited in any outdoor areas designated for the consumption of food and/or beverages.

Thank you for your cooperation. Should you have any questions, please don't hesitate to call.

Sincerely,

Daniel Howell
Zoning Officer

John E. Biegel, III
Health Officer/Director, Human Services

D.H.: D.R.J.

**CITY OF CLIFTON
APPLICATION FOR OUTDOOR CAFÉ**

The procedure for applying for an Outdoor Café is as followed:

- 1- Fill out all forms correctly and in their entirety. Please type out the forms and return them with a copy of the proper and valid insurance form via email to dhowell@cliftonnj.org and djones@cliftonnj.org or mail to the City of Clifton Zoning Department, 900 Clifton Ave., 2nd Floor, Clifton, NJ 07013. Please DO NOT have your insurance company send them to us.
- 2- Approval will be based on a completed application that meets all requirements.
- 3- Statement of Indemnification, must be signed and dated.
- 4- If you are an out of state corporation, we require a local contact. There is a place on the form to provide that local contact's information.
- 5- Disinfection Plan (Provide list of Cleaning Products)
Ex. Cleaning of Shared Items and High Contact Areas
Examples are on Attachment: Executive Directive 20-014, 1.H, 1.L
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
- 6- Infection Control Plan
 - a. Employee Safety Plan
Examples are on Attachment: Executive Directive 20-014, 1.I, 1.J
 - b. Personal Hygiene Plan
Examples are on Attachment: Executive Directive 20-014, 1.K
- 7- Signage Plan
Examples include: Wearing Face Coverings, Handwashing, No Smoking Outdoors and If You're Sick, Stay Home
Signage will be available from the Clifton Health Department
Examples are on Attachment: Executive Directive 20-014, 1.B, 1.M
- 8- Inclement Weather Policy
For more information, please reference Executive Order 125

If any of these steps are not followed your application will be deemed incomplete.

**CITY OF CLIFTON
APPLICATION FOR OUTDOOR CAFÉ
INSTRUCTIONS**

ATTACH TO THIS APPLICATION THE FOLLOWING:

1. List of names, addresses and telephone numbers of all owners of the business (Licensees).
2. **Two (2)** set of layout plans, drawn to scale, showing all tables, chairs, and umbrellas intended to be located in the outdoor café. Plan must also show building doorway and distance from tables and chairs to curb **six (6)** foot wide unobstructed travel-way.
 - a. Tents, with no sides, pending municipal approval
3. Comprehensive general liability policy conforming to requirements of Ordinance No. 5992-98 entitled “Outdoor Cafes”. This must be provided by no later than June 30, 2020.
4. **Application Fee Waived for 2020, as per Mayor and City Council**
5. If applicable, Approval of Clifton ABC Board (for sale and consumption of alcoholic beverages in outdoor café.)

I hereby certify that all statements on this application are true and that I have read The City of Clifton Ordinance Chapter 377 controlling Outdoor Cafes and that I agree to abide by all its provisions. I further understand that this approval expires on November 30th of the year of issuance.

Signature of Applicant

Date:

I hereby certify that I am the owner of the premises noted on this application and do consent and agree to this Application for an Outdoor Café.

Signature of Applicant

Date:

City of Clifton

CITY OF CLIFTON APPLICATION FOR OUTDOOR CAFÉ

THIS APPLICATION IS FOR THE SEASON EXTENDING
FROM JUNE 15TH TO NOVEMBER 30TH, 2020

Address of Premises: _____ Block: _____ Lot: _____

Names of Business: _____

Applicant Name: _____
(Licensee)

Address: _____

Telephone: _____

Email: _____

****Attach a list with full names, addresses and telephone numbers of each owner or executive of the business.**

Name & Info of Local Contact: _____

Name of Owner of Premises: _____

Owner's Address: _____

Are the premises licensed for sale and consumption of alcoholic beverages? Yes _____ No _____

Will there be sale and consumption of alcoholic beverages in the outdoor café: Yes _____ No _____

City of Clifton

STATEMENT OF INDEMNIFICATION

THE UNDERSIGNED hereby agrees to indemnify and hold harmless The City of Clifton, its agents, servants, representatives or employees, from any and all claims, damages, judgment costs or expenses, including attorney fee's, which they or any of them may incur or be required to pay because of any personnel injury, including death, or property damage suffered by any person or persons as a result of or related in any way to the operation and maintenance of the outdoor café operated by the undersigned for premises located at _____, Clifton, New Jersey.

(Signature of Business Owner)

(Print Name)

Date: _____

City of Clifton

§ 377-12 Insurance requirements.

A. No license required by this chapter shall be granted to any person to operate an outdoor cafe until such person shall have first filed with the Zoning Officer a comprehensive general liability policy issued to such person by a public liability insurance company authorized to do business in the State of New Jersey, affording the coverages set forth below in the amounts specified. **Such insurance policy shall name: The City of Clifton, 900 Clifton Avenue, Clifton, New Jersey 07013, its agents, officers, servants, representatives, and employees as an additional insured with respect to the operation and maintenance of the outdoor cafe** in the following amounts:

(1) Bodily injury:

(a) Each person: \$500,000.

(b) Each accident: \$1,000,000.

(2) Property damage: \$100,000.

B. The insurance coverage required by this section shall at all times be maintained for the full amount. The policy of insurance required by this section to be filed with the Zoning Officer shall contain an endorsement for 30 days' notice of cancellation or nonrenewal, stating that the City and licensee shall receive, in writing, 30 days' notice of cancellation or nonrenewal by certified mail, return receipt requested. The City shall be named as an additional insured under the liability portion of the insurance coverage. Notice of cancellation shall not relieve the company issuing such policy of liability for any injury or claim arising before the cancellation becomes effective. The cancellation of any such policy shall have the immediate effect of suspending the license of such person to operate the outdoor cafe covered thereby until a new policy complying with the provisions of this section is filed with the Zoning Officer and a letter, in writing, confirming the new effective date of license is issued by the Zoning Officer.

C. Every insurance policy required hereunder shall contain a provision for continuing liability thereunder to the full amount thereof, notwithstanding any recovery thereon, that the liability of the insured shall not be affected by the insolvency or the bankruptcy of the insured.