

TEMPORARY STREET CLOSURE PILOT APPLICATION

Philadelphia Department of Streets

The City is seeking partners to pilot commercial street closures. It is recommended that food serving businesses that are not able to satisfy the requirements of sidewalk cafe licensing or parking lane “Streeteries” consider participating in this pilot program. The program will support socially distanced commercial activity starting with outdoor dining in the public right of way.

Applications are sought from Business Improvement Districts, Merchant Associations, and other sponsors who demonstrate the ability to maintain a healthy, safe and nuisance free commercial environment for a period from 8 to 48 hours. Individual businesses may apply as a sponsor but are encouraged to collaborate with neighboring merchants or seek the assistance of an umbrella organization.

Please fill out application and return by email to streetclosure@phila.gov. Applications will be reviewed on a rolling basis.

I) SPONSOR INFORMATION

SPONSOR ORGANIZATION (PLEASE PRINT)			
Organization Name: ROW Unit Log No. (if resubmitting)			
Sponsor Executive First Name:	Middle	Last	Suffix
Address (including State Route Numbers, if known):			
Additional Street Frontages (include State Route Numbers, if known):			
Email:			
ACCOUNTABLE CONTACT PERSON (PLEASE PRINT)			
Contact First Name:	Middle	Last	Suffix
Address (including State Route Number, if Known):			
Phone#:	Fax#		
Email:			

Submission Date: _____

II) QUESTIONNAIRE

A) Describe how the closure will be utilized (Attach additional information if needed):

- 1) Beginning of Closure: Date _____ Time _____
 - 2) End of Closure: Date _____ 11:59 PM Other _____
 - 3) Will food be:
 - served at the table? Yes No
 - served curbside? Yes No
 - served from inside? Yes No
 - 4) How many servers will be working at any time? _____
 - 5) How many tables will be in the street at maximum? _____
 - 6) How many tables max. will be in the Public Right of Way including sidewalks? _____
 - 7) How many seats max. will be in the Public Right of Way incl. sidewalks? _____
 - 8) How large is largest table (approx. diameter or rectangle in feet)? _____ diameter **OR** _____ x _____
 - 9) Will alcohol be served? Yes No
- If yes, list each establishment serving alcohol and their license number:
- | | | |
|-------|--------|-------|
| _____ | Lic #: | _____ |
| _____ | Lic #: | _____ |
| _____ | Lic #: | _____ |
| _____ | Lic #: | _____ |

B) Contact Information

Provide name, **two (2) points of contact with cell numbers**, physical address, and email for all establishments participating in proposed closure. This one application will cover all participating businesses. (Attach additional information if needed.)

Business: _____
Business Address: _____
Business email: _____
Contact #1 Name: _____ Cell: _____
Contact #2 Name: _____ Cell: _____

Business: _____
Business Address: _____
Business email: _____
Contact #1 Name: _____ Cell: _____
Contact #2 Name: _____ Cell: _____

Business: _____
Business Address: _____
Business email: _____
Contact #1 Name: _____ Cell: _____
Contact #2 Name: _____ Cell: _____

Business: _____
Business Address: _____
Business email: _____
Contact #1 Name: _____ Cell: _____
Contact #2 Name: _____ Cell: _____

C) Sketch Proposed Layout

Provide a sketch of the blocks requested for closure and the proposed layout of operations. Show both participating and any non-participating establishments along the blocks. Identify any businesses that are not a member of the organization. Please also note ADA access points, impacting streetscape elements (like bollards or planters, etc.), and placement of handwashing stations and temporary restrooms (if applicable).

D) Certify Compliance

The accountable contact person listed above must certify below having read and understood current guidance from the City of Philadelphia and The Commonwealth of Pennsylvania on Outdoor Dining and Conducting Business in general during the Yellow Phase of the Pandemic Emergency. This includes The City of Philadelphia Outdoor Dining Guidelines ([Link](#)) and the City's Safer at Home Guidance ([Link](#)).

Printed Name: _____

Affiliation to Sponsor: _____

Signature: _____ Date: ____/____/____

III) CONDITIONS

A) SPONSORS:

1. Must obtain additional approval by PennDOT for closures on State Routes. The City will coordinate this process, but approval is subject to the discretion of the Commonwealth.
2. Must be responsible for notification and coordination with non-participants including residents, registered community organizations (RCOs), and neighboring businesses.
3. Each participating establishment must agree to the terms of this pilot/application.
4. Participation cannot be limited to members or affiliates of the sponsoring organization. Businesses located adjacent to a closure will be given priority to participate in a commercial street closure regardless of who is sponsoring.
5. Can add establishments in the course of the closure if the establishment agrees to the terms of the permit subject to the discretion of the Commissioner, and, if adequate space is made available to accommodate them.
6. Must ensure that patrons arriving at the closure are advised of their responsibilities to wear a mask when not eating and maintain social distance. This may be achieved through a prominent display and if possible, in-person reception. Displays should direct patrons to <https://www.phila.gov/guides/safer-at-home/> for further information.
7. Must place trash and recycling receptacles at the end of each closed block. Outdoor hand washing stations may be required if sponsors cannot verify that socially distanced access to interior hand washing is adequate to serve the maximum patronage.
8. Must ensure all participating establishments will employ personal protective equipment to protect staff and customers as applicable per public health guidance.
9. Must ensure that all deliveries and waste & recycling collections are made safely and in a manner that does not impact social distancing, ADA or safe circulation by pedestrians, bikes or other vehicles.
10. Must maintain clear access to public utilities, fire hydrants, building entrances, crosswalks.
11. Must ensure that under ALL weather conditions, public access to interiors will always be either socially distanced or restricted if social distancing is not achievable. This requirement must be communicated to all businesses and patrons.

B) PARTICIPATING BUSINESSES:

1. **Shall not provide outdoor dining service in advance of reviewing and agreeing to abide by Philadelphia Outdoor Dining Guidance ([Link](#)).**
2. Must have a valid Food License.
3. Must either have no tax liabilities or be enrolled actively in a payment program with the City to resolve outstanding liabilities
4. Must provide an email addresses for an owner and two points of contact including an active cellular phone number.
5. Must ensure cleaning and sanitizing any materials or surfaces that the public might contact.
6. Must place tables, chairs, and other materials out during the period covered by the permit and not before. This means planning for set up, hours of service, and break down within the permitted closure period.
7. May serve alcohol with valid liquor license in accordance with State Guidance which may allow for service and consumption on sidewalks.
8. Must roll trash and recycling containers to the end the closed block for pickup for any closure that a closure is left in place overnight.
9. Must ensure parties are 6 persons or fewer per Health Department requirements.
10. Must establish and enforce a time limit for each party. There must be no overlap in time among parties.
11. Cannot allow persons to join a party that is seated unless they are identified as late at the time of seating.
12. Must minimize waiting and ensure that all patrons are socially distanced.
13. Must secure tables and chairs every night and prior to the expiration of the permit. This must always allow for an ADA and Complete Streets compliant pedestrian path.
14. Must clean and sweep all areas assigned to them during the closure.

C) SUBMISSION INSTRUCTIONS:

1. **Complete the application to the best of your ability. Applicants who submit incomplete applications will be required to provide missing information before being considered for the program**
2. **New applications are to be submitted by email to: streetclosure@phila.gov.**
3. **For applicants already accepted into the program ONLY -- submit repeat applications to Streeter@Phila.gov – attach the prior weekend’s permit and note any requested changes.**
4. **The subject line for all applications should be formatted to read: Organization Name – Application type – Closure Date and Time.**

SAMPLE

TO: streetclosure@phila.gov

FROM: JaneDoe@ XYZBID.org

SUBJECT: XYZBID.org - Temporary Street Closure Application - 8/21 - 11am to 8/23 - 11:59pm