



Certificate *for* Outdoor Activities

Application for Temporary Certificate COVID-19 Pandemic
APPLICATION REQUIREMENTS & INSTRUCTIONS

Applications must include the information listed below. Please make sure your application is complete so that your review can be expedited. Incomplete applications are not eligible for automatic approval.

1. Map.

Contact the Zoning or Building Departments to determine if a survey is available. Contact information is located at the end of the requirements. If a survey is not available, the applicant can provide a site plan on a printout of the property obtained from the Town's GIS mapping program. Click the following link: [Old Saybrook GIS Mapping](#)

The survey/site plan must illustrate the following:

- a. The location and maximum dimensions of the dining or outdoor commercial area to be used for the operation.
- b. The approximate location of any tables, tents, waitstaff/cashier stations, waste receptacles, or any applicable furniture associated with the business.
- c. The number of tables and chairs including spacing requirements or location of retail goods.
- d. Walkways that will be taken to and from the building by staff or path distancing for retail or service uses.
- e. Demonstration that 6' clearance will be maintained for sidewalks.
- f. Demonstration that seats, tents, retail goods or other objects will not obstruct egress.
- g. Location of any temporary structures including tents.
- h. Location of safety barriers for protection of patrons.
- i. Emergency vehicle access.

2. Completed Questionnaire/Narrative. (Not required for COVID sign applications)

Attached please find a questionnaire/narrative. Use additional pages as needed.

3. Supporting Documents Identified in the Questionnaire/Narrative.

You are required to attach all applicable documents as described in the narrative. Failure to do so will result in the application being deemed incomplete.

4. Application Submittal.

Applications will be submitted to the Zoning Enforcement Officer and accepted via email Chris.Costa@OldSaybrookCT.gov or by regular mail to Christina Costa, Zoning Enforcement Officer, Town of Old Saybrook, 302 Main Street, Old Saybrook, CT 06475 or may be left in the drop box outside of the Town Hall by the front entrance.

ONCE SUBMITTED APPLICATIONS AND PLANS WILL BE SCANNED AND REFERRED TO THE FIRE MARSHAL, BUILDING OFFICIAL, POLICE CHIEF AND CT RIVER AREA HEALTH DISTRICT (CRAHD) FOR REVIEW.

You are urged to contact these Officials before applying to ensure that appropriate supporting materials are included with your application submittal.

5. Filing Fee.

There will be no filing fee for this application.

6. Inspections.

Please contact the Zoning or Building Departments for scheduling of joint final inspections.

7. Appeal Process.

Notwithstanding any contrary Covered Law, if a Local Enforcement Official approves with conditions or rejects an application for an Outdoor Activity filed pursuant to this Order, the applicant may appeal such decision, within 7 days of receipt of notice of the decision (including, but not limited to, emailed notice or certified mail), to the Old Saybrook Zoning Commission provided that any Covered Law that would require a public hearing for such appeal is suspended. Nothing in Executive Order 7MM shall suspend or modify an individual's right to submit a complaint to the relevant municipal authority or the right of a municipal authority to enforce conditions associated with a permitted outdoor activity, impose fines and fees, or issue a notice of violation or a cease and desist order.

Town of Old Saybrook Contact Information

Old Saybrook Town Hall, 302 Main Street, Old Saybrook, CT 06475

Tom Makowicki, Building Official

Telephone: (860)395-3130

Tom.Makowicki@OldSaybrookCT.gov

Peter Terenzi, Fire Marshal

Telephone: (860)395-3133

PeteTerenzi@OldSaybrookCT.gov

CT River Area Health District

Telephone: (860)661-3300

E-mail: rdrew@crahd.net

For additional public health information visit CRAHD.org

Christina Costa, Zoning Enforcement Officer

Telephone: (860)395-3130

E-mail: Chris.Costa@OldSaybrookCT.gov

Carl Fortuna, First Selectman

Telephone: (860)395-3123

E-mail: Carl.Fortuna@OldSaybrookCT.gov

Michael A. Spera, Chief of Police & Emergency Management Director

Telephone: 3953142

E-mail: Chief@OldSaybrookPolice.com

Susie Beckman, Economic Development Director

Telephone: (860)395-3139

E-mail: Susan.Beckman@OldSaybrookCT.gov