



OFFICE OF SELECT BOARD
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COMMON VICTUALLER OUTDOOR SEATING AREA DIAGRAM INSTRUCTIONS (For seating effective April 1, 2022)

Instructions: All Common Victualler Outdoor Seating applicants must provide a detailed diagram of their proposed outdoor seating area in relation to their restaurant storefront. Diagrams must clearly demonstrate that the proposed outdoor seating area conforms to all requirements outlined in the [Outdoor Dining Program Guidelines and Regulations \(effective April 1, 2022\)](#). To facilitate prompt review and approval of your Outdoor Seating application, please clearly indicate the following information in your attached Outdoor Seating Area diagram:

- Points of access and egress.
- How the seating area will meet PROWAG and MAAB accessibility compliance, including a demonstration that tables will be PROWAG and MAAB accessible to those using wheelchairs. *[Note: See page 7 of the [Outdoor Dining Program Guidelines and Regulations \(effective April 1, 2022\)](#) for detailed information on accessible seating requirements.]*
- Existing utility connections, signs, streetlights, parking meters, street furniture, and other public realm items in or proximate to the proposed outdoor seating area. *[Note: Outdoor seating area designs should ensure easy access to any utility connections, especially water and sewer connections, for maintenance and emergency access needs.]*
- Size/type of tables, seats, service stations, and any other items proposed to be placed in the proposed outdoor seating area, such as barriers, outdoor lighting elements, planters, umbrellas, fans and heaters; fencing or other barriers to separate patrons from high traffic areas including public sidewalks.
- For applicants seeking to build structures in on-street outdoor seating areas: Plans showing heights, dimensions, etc. of proposed structures *[Note: See [Building Department Guidance on Semi-Permanent Outdoor Dining Structures](#) for additional reference.]*
- Property line between Town and private property, and location of buildings in relation to property line along the entire façade of the building.
- Detailed description and proposed location of any heating devices (e.g. propane patio heaters or electric heaters). *[Note: Propane patio heaters require Fire Department inspection and review, and electric heaters may require electrical permit through the Building Department.]*

Outdoor Dining Program
Outdoor Seating Area Diagram
Town of Brookline, MA