



2020 Outdoor Dining Temporary Tent Application (Private Property)

If your restaurant has existing outdoor dining on your private property, you may apply to install a temporary tent. Please note that enclosed tents (meaning closure of three or more sides) are considered indoor spaces and therefore fall under the State’s guidelines for indoor dining. At this time, the City is not accepting applications for temporary tents in City right-of-way (Main Street, sidewalks, etc.)

Establishment: _____

Owner/Operator Name: _____

Address: _____

Phone: _____ Email: _____

Proposed length of tent installation: _____

Describe proposed tent type and use: _____

Applications should be emailed to planning@louisvilleco.gov Email questions or call 303-335-4592

Temporary tents are allowed at grade, but must be properly secured to prevent the tent from becoming a wind-blown projectile. Ballasts should be weighted according to the tent manufacturer’s installation instructions. If using stakes, ensure that stakes and guy lines do not post a tripping hazard and that ballasts do not have any sharp edges that would cause injury. Grills and cooking equipment of any kind are not allowed inside tents.

- Tents within 12 feet of a building must not exceed 400 SF. Any unenclosed canopies that are at least 12 feet from all adjacent buildings may be up to 700 SF.
- Enclosed tents may not exceed 400 SF.

Submittal Checklist:

- ✓ Application
- ✓ Scaled site plan or aerial image of property showing the proposed location of the tent and including:
 - Any proposed electrical connections and generators
 - Any proposed heaters and associated connections
 - Any proposed lighting
- ✓ Details of proposed tent, including:
 - Size
 - Height
 - Partially/fully enclosed (if enclosed then location and size of doors)
 - Registered Flame Resistant Product Information for tent structure
 - Tie-down method, including the weight of anchor on each corner
- ✓ If dining area includes liquor service and the addition of your tent changes the area of the outdoor seating approved by the State, you will need to submit a new Temporary Modification of Premises form (see attached DR-8442)

Approvals: (City Staff Use Only)

Initials

Date

City Planning and Building Safety _____

Economic Vitality _____

City Clerk (Liquor Licensing) _____

Fire District _____

By signing below, the owner or operator of the establishment holding a temporary outdoor dining permit agrees to comply will all applicable State of Colorado and Boulder County public health orders and guidance related to outdoor dining areas. The owner also agrees to maintain the tent from becoming an attractive nuisance and to remove snow from the tent to prevent a collapse. No Open Flames will be allowed in the tents. Tents maybe inspected by the Fire District or Building Department.

Owner or operator signature: _____ Date: _____