

Telephone  
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# ◆ TOWNSHIP OF STAFFORD ◆

OCEAN COUNTY

260 EAST BAY AVE • MANAHAWKIN, NJ • 08050-3329

March 3, 2021

Dear Food & Beverage Establishment and Gym & Fitness Centers:

As permitted by "Order Pursuant to the Declaration of Disaster and Emergency COVID-19 Township of Stafford" signed by the Honorable Mayor Gregory E. Myhre, outdoor seating is still permitted.

As required by the Uniform Construction Code (UCC), tents and other structures that cannot meet the structural loading of snow or wind had to be removed after November 30<sup>th</sup>, 2020. Tents or other structures installed after November 30<sup>th</sup>, 2020 to March 31, 2021 require a construction permit. A structure such as a tent that does not meet snow load requirements of the International Building Code 2018, could receive a variation to the code if a snow plan is provided by a tent expert, manufacturer or design professional describing the procedures of preventing the accumulation of snow or its' removal during inclement weather conditions.

Tents to be installed **after March 31, 2021** are not subject to a construction permit or snow plan.

If you are considering outdoor seating this year, please fill out the application enclosed. A representative will meet with you to help with your request.

Remember, this Order Pursuant to the Declaration of Disaster and Emergency COVID-19 Township of Stafford" is **temporary**. All outdoor seating must be removed within forty-eight (48) hours after the Governors Executive Order is lifted. Your site must return to its original approved site plan.

Any site changes made or for future outdoor seating to remain after the Governors Executive Order is lifted must be approved by the Planning Board or Zoning Board of Adjustment. This is not an automatic approval. You must prove to the Board that you have adequate parking and bathroom facilities along with other information the Board needs to allow for permanent outdoor seating.

If you have any questions, or need further information, please call me at my office Monday through Friday 8:00 a.m. to 9:00 a.m. at (609) 597-1000 ext. 8562 or email to

[Rgaestel@staffordnj.gov](mailto:Rgaestel@staffordnj.gov)

Sincerely,



Robert A. Gaestel, Jr.

Construction Code Official & Zoning Supervisor

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ SITE ADDRESS \_\_\_\_\_ PERMIT NO. \_\_\_\_\_

FENCE PERMIT NO. \_\_\_\_\_

### TOWNSHIP OF STAFFORD ZONING PERMIT APPLICATION

Proposed Work Site: \_\_\_\_\_

Name of Owner: \_\_\_\_\_ Owner's Telephone #: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Applicant's Telephone #: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Description of Work: \_\_\_\_\_

#### THE FOLLOWING MUST BE COMPLETED IF THE PROPOSED WORK SITE IS LOCATED IN THE TOWNSHIP'S SPECIAL FLOOD HAZARD AREA

Existing First Floor Elevation: \_\_\_\_\_ (A Zones)

Proposed First Floor Elevation: \_\_\_\_\_ (A Zones)

Existing Lowest Structural Member: \_\_\_\_\_ (V Zones)

Proposed Lowest Structural Member: \_\_\_\_\_ (V Zones)

Cost of Work (Labor & Materials): \$ \_\_\_\_\_ Fair Market Value of Principal Structure (TO BE FILLED OUT BY STAFF): \$ \_\_\_\_\_

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

#### \*\*\*FOR OFFICE USE ONLY\*\*\*

ZONING PERMIT FEE \$25.00 CHECK/MO \_\_\_\_\_ ZONING RE-INSPECTION \$15.00 CHECK/MO \_\_\_\_\_ DATE \_\_\_\_\_

FENCING PERMIT FEE \$25.00 CHECK/MO \_\_\_\_\_ CURB RE-INSPECTION \$45.00 CHECK/MO \_\_\_\_\_ DATE \_\_\_\_\_

GRADING: PERMIT FEE \$25.00 CHECK/MO \_\_\_\_\_

INSPECTION FEE \$450.00 CHECK/MO \_\_\_\_\_

INSPECTION # \_\_\_\_\_ PERFORMANCE GUARANTEE - CURB \_\_\_\_\_ CHECK/MO \_\_\_\_\_ DATE \_\_\_\_\_

CURBING: PERMIT FEE \$15.00 CHECK/MO \_\_\_\_\_ PERFORMANCE GUARANTEE - TREES \_\_\_\_\_ CHECK/MO \_\_\_\_\_ DATE \_\_\_\_\_

INSPECTION FEE \$75.00 CHECK/MO \_\_\_\_\_ TREE RE-INSPECTION FEE \_\_\_\_\_ CHECK/MO \_\_\_\_\_ DATE \_\_\_\_\_

INSPECTION # \_\_\_\_\_

**TOWNSHIP OF STAFFORD**  
**TEMPORARY SITE PLAN APPLICATION FOR OUTDOOR SEATING**

Available to full-service restaurants currently approved for interior seating and in-person dining. Requests may include relocating existing tables/seats to Township pedestrian right-of-way and/or other locations within the property line, including parking.

APPICANTS BUSINESS NAME \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ DATE \_\_\_\_\_

CONTACT PHONE# \_\_\_\_\_ EMAIL \_\_\_\_\_

CURRENT APPROVED NUMBER OF SEATS: INSIDE \_\_\_\_\_ OUTDOORS \_\_\_\_\_

Written description of requested outdoor seating and proposed method of serving food and beverage to the area. Procedure for use of bathroom facilities for customers:

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1. Attach a plan (illustration or photo) showing the following:

- Proposed layout/location of the tables/seats outside \_\_\_\_\_
- Proposed aisles, routes of ingress and egress \_\_\_\_\_
- Clearances between tables and chairs \_\_\_\_\_
- Clearance between seating areas and the curb line  
(5' minimum pedestrian clearance ids required) \_\_\_\_\_
- Any proposed structures or temporary barriers (Jersey Barriers)  
to protect outdoor seating area \_\_\_\_\_
- Lighting plan (No extension cords on taped to ground. Must be  
Supported overhead in walking areas) \_\_\_\_\_

2. **Rendering or photos of proposed furniture**  
(Must be of like nature and appearance to what is currently utilized on site) \_\_\_\_\_
3. **Litter Control Plan** shall include a description of the number and location of trash receptacles proposed to the service the outdoor dining area, and the frequency with which the outdoor dining area will be policed for litter in order to control the accumulation of trash/recycling. \_\_\_\_\_
4. Executed **Hold Harmless Indemnification Agreement** \_\_\_\_\_
5. **Certificate of Liability Insurance** naming the Township of Stafford as an additional insured with the minimum limit of One Million (\$1,000,000.00) Dollars, and provide proof that said policies have been amended to reflect coverage for the proposed outdoor dining area. \_\_\_\_\_
6. (Liquor License Holder) Proof of application to the Department of ABC for approval, including but limited to, temporary expansion of premise permit. \_\_\_\_\_

- No tables/seats shall obstruct the free flow of pedestrian traffic of any of its approaches.
- No increase in the number of tables/seats will be permitted.
- Restaurants shall be permitted to apply to install temporary awnings, tents, pergola and other structures authorized by the Township to protect outdoor seating area.
- Approved area permitted to be utilized between the hours of 7:00 a.m. and 10:00 p.m. on Sunday through Thursday, and until 11:00 p.m. Friday and Sunday.
- Tables/seats approved to be located within the Township pedestrian right-of-way must be removed from the right-of-way and stored on site on a daily basis.
- Approval of any temporary extension of the premises application to permit the sale/consumption of alcohol beverages in outdoor dining areas shall be temporary and shall automatically terminate upon the State of New Jersey rescinding Executive Order 107 and/or the elimination of all social distancing regulations.
- Each specific violation of this approval shall be considered a separate violation, the owners of the said restaurants shall be subjected to potential multiple violations during the course of each day, and each day in violation shall be considered a separate violation.
- In the event Executive Order 107 is rescinded, or should social distancing requirements be eliminated, any temporary approval afforded by the Township in accordance with the terms and conditions of the Order shall be deemed void, and the Applicants shall be required to immediately return tables/seats to their previously approve locations.
- Provide an Accessible Route that is ADA compliant to the restrooms.

The Township of Stafford reserves the right to amend, terminate, or repeal this approval, and accordingly no property rights are granted to any person(s) or entities by virtue of this approval. With the exception of the temporary relief set forth herein, Applicant's must comply with any and all federal, state, county, and local laws and regulations, including any and all other existing ordinances and/or ordinances governing the operation of restaurants.

\_\_\_\_\_ Date \_\_\_\_\_  
*Print Name for the Applicant*

\_\_\_\_\_  
*Authorized Signatory for the Applicant*

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**FOR OFFICE USE**

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\_\_\_\_\_ Date of Release \_\_\_\_\_  
*Matthew von der Hayden, Administrator*

Comments: \_\_\_\_\_

\_\_\_\_\_ Date of Release \_\_\_\_\_  
*Thomas Dellane, Chief of Police*

Comments: \_\_\_\_\_

\_\_\_\_\_ Date of Release \_\_\_\_\_  
*Heidi Michel, Fire Prevention Official*

Comments: \_\_\_\_\_

\_\_\_\_\_ Date of Release \_\_\_\_\_  
*Robert A. Gaestel, Jr, Construction Official*

Comments: \_\_\_\_\_