



## Town of Maynard

Board of Selectmen  
195 Main Street  
Maynard, MA 01754

# Retail Parklet Application

## GUIDELINES

The Town of Maynard would like to assist businesses in increasing activity and revenues during the COVID-19 pandemic.

This guidance is a step-by-step instruction manual if you would like to use public parking space(s) to allow for an outdoor retail display temporarily during the COVID-19 pandemic.

Before the private parking lot or land is used for the benefit of the restaurant, the owner or his/her/their designee, shall submit the following information to the town and it will be reviewed. The town is prepared to expedite this process as much as possible in order to assist the business community.

The following information below is needed. For additional information regarding COVID safety and sector-specific guidance for reopening, go to:

<https://www.mass.gov/info-details/reopening-massachusetts>

Please feel free to contact us with any questions at [oms@townofmaynard.net](mailto:oms@townofmaynard.net)

## REQUIRED DOCUMENTS

- I. **Basic Information** – fill out the attached form and include it with your submittal.
- II. **Photo** of existing conditions of area.
- III. **Plan** – submit a drawing showing the parking lot you would like to use for outdoor dining that includes the following information:
  - a. Dimensions of the portion of the parking area to be used for outdoor dining. Include the number of spaces that will be used for dining.
  - b. Locations of curb cuts with ramps to the parking lot, if applicable.
  - c. Photo or description of barriers to be used to protect diners from vehicles and their locations (i.e. at entrance(s) to parking lot, around the portion of the area being used for outdoor retail, etc.).

The outdoor area and barriers must be accessible and meet ADA and Massachusetts Architectural Access Board's regulations. <https://www.mass.gov/law-library/521-cmr>. This information is also included in this guidance packet. **50% of the cover's perimeter must be open**

- IV. **[License to Enter and Use Town-Owned Land](https://maynardtownadmin.org/wp-content/uploads/sites/20/2020/06/License-Town-Property-Maynard-6.4.20.docx)**, - fill out the linked license agreement to use public parking space(s) as a "parklet." <https://maynardtownadmin.org/wp-content/uploads/sites/20/2020/06/License-Town-Property-Maynard-6.4.20.docx>

### Responsibilities of the Retailer

The retailer, through its owner and/or manager, is responsible for the following as it pertains to the use of the parking lot for outdoor dining:

1. An application to extend the premises must describe the area in detail, including dimensions.
2. The premises must be enclosed by a fence, rope, or other means to prevent access from a public walkway.
3. The outdoor area must be contiguous to the licensed premises with either (a) a clear view of the area from inside the premises, or, alternatively (b) the licensee may commit to providing management personnel dedicated to the area.
4. The applicant must have a lease or documents for the right to occupy the proposed area.
5. The licensing authorities should consider the type of neighborhood and the potential for noise in the environs.
6. The applicant must adhere to the plans and documents submitted, reviewed, and approved.
7. The applicant must provide evidence of liability insurance to the Town covering the new dining space.
8. Retailers are bound to comply with the mandatory safety standards established by the Governor's office in conjunction with the Department of Public Health. A preview of the mandatory safety standards, recommended best practices and a checklist for retailers can be found at <https://www.mass.gov/info-details/safety-standards-and-checklist-retail-businesses>.

### Rights of the town

The decision to approve or deny said application is at the discretion of the town, which decision is final, with no local appeal, including, but not limited to the following reasons:

1. The operation of the outdoor retail area cannot, as presented, be in compliance with safety protocols;
2. The outdoor retail area cannot, as presented, facilitate safe passage in accordance with Americans with Disability Act requirements.
3. The Health Dept., Chief of Police, or Board of Health or their designees determine that the operation of the outdoor dining area may negatively impacting public health and safety.

The town reserves the right to revoke its permission to allow the use of the parking lot for outdoor dining for the following reasons:

4. The operation of the outdoor retail area is not in compliance with submitted safety protocols;
5. The outdoor retail area is not facilitating safe passage in accordance with Americans with Disability Act requirements.
6. The Health Dept., Chief of Police, or Board of Health or their designees determine that the operation of the outdoor retail area is negatively impacting public health and safety.
7. The decision to approve or deny said application is at the discretion of the town, which decision is final.

**APPLICATION**

**Application Fee**

**Payable to: Town of Maynard**

**Waived**

**BASIC INFORMATION**

1. Business name: \_\_\_\_\_

2. Business address: \_\_\_\_\_

\_\_\_\_\_

3. Business phone number: \_\_\_\_\_

4. Owner/manager: \_\_\_\_\_

5. Owner/manager email address: \_\_\_\_\_

6. 24-hour contact number (In case of issues outside of normal business hours): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Business hours of operation: \_\_\_\_\_

8. Is this business currently approved to operate as a retail business?

YES       NO

9. Are all inspections current and valid?

YES       NO

10. Who owns the parking area? \_\_\_\_\_

Owner Address: \_\_\_\_\_

\_\_\_\_\_

\*If the business owner is not the owner of the parking area, submit a letter from the owner authorizing the use of the lot by the restaurant. Not applicable for Town owned parking areas.

11. Describe the type of barrier/fencing which will surround the seating area:\*\*\* \_\_\_\_\_

\_\_\_\_\_

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12. Will there be lighting in the exterior area of the premises?

YES

NO

If so, please describe the type and location of such lighting: \_\_\_\_\_

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Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

### OUTDOOR DINING COVID-19 SAFETY PROTOCOL PLAN

I. **Social Distancing.** Check the boxes to certify that you have:

Ensured that all persons, including employees and customers in the outdoor dining area, remain at least six feet apart to the greatest extent possible.

Established protocols to ensure that employees can practice adequate physical distancing.

Posted signage for safe physical distancing.

Required face coverings or masks for all employees that cover their mouth and nose.

II. **Hygiene Protocols.** Check the boxes to certify that you have:

Provided hand washing capabilities throughout the workplace.

Ensured frequent hand washing by employees and provided adequate supplies to do so.

Provided regular sanitization of high touch areas, such as workstations, equipment, screens, tables and chairs, perimeter barriers, doorknobs, restrooms.

Implemented additional procedures. Please describe them here:

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III. **Staffing and Operations.** Check the boxes to certify that you have:

Provided training for employees regarding the social distancing and hygiene protocols.

Ensured employees who are displaying COVID-19-like symptoms do not report to work.

Implemented additional procedures. Please describe them here:

**IV. Cleaning and Disinfecting.** Check the boxes to certify that you have:

Ensured that when an active employee is diagnosed with COVID-19, cleaning and disinfecting is performed

Prepared to disinfect all common surfaces at intervals appropriate to said workplace.

Implemented additional procedures. Please describe them here:

\_\_\_\_\_  
Signature of Owner/Manager

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Board of Selectmen Approval**

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Name Date

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Name Date