



Village of Sag Harbor
 Office of the Village Clerk
 55 Main Street, Sag Harbor, NY 11963
 (631) 725-0222
clerk@sagharborny.gov

**COVID-19: TEMPORARY OUTDOOR
 RETAIL SALES APPLICATION
 NO FEE IS REQUIRED**

Received:	
Approved:	
Expires:	November 1, 2020

Three (3) copies of this application shall be delivered to the attention of the Village Clerk either by mail, email (PDF) or hand delivered to 55 Main Street, Sag Harbor, NY 11963.

NAME OF BUSINESS: _____

Street Address: _____

SCTM #: _____

PLAN FOR OUTDOOR SALES

1. Does this business have a Certificate of Occupancy that includes retail sales? ____ Yes ____ No
 If no, this application does not apply. If yes, answer the following questions.

2. For applications to conduct outdoor sales on private property (not on the sidewalk):
 - a. Describe the area to be utilized for outdoor sales and method of display: _____

 (Note that 20% of private outdoor space (exclusive of parking area) may be used for outdoor sales).

3. For applications to conduct sales within a public right of way (sidewalk in front of the retail establishment):
 - a. Indicate the overall dimensions (length and width) of the proposed display area: _____

 - b. Describe how goods will be displayed (racks, tables): _____

 - c. Indicate the width of the sidewalk in front of the establishment clear of appurtenances¹: _____

¹ Generally, the minimum width should be at least 8 feet without appurtenances (benches, street trees etc.) to provide the required 6' wide clear path for pedestrians



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APPLICANT/LESSEE

Name: _____ Firm Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

E-MAIL: _____ Phone: _____

By signing below, the applicant acknowledges their understanding of the criteria of the Village Executive Order permitting outdoor sales on the adjacent sidewalk of retail establishments or on a portion of private property where the establishment is located and will comply with these criteria. The applicant also understands that the Village maintains the right to inspect the area to ensure compliance and may revoke this permit for noncompliance.

Signature of Applicant

Date:

OWNERS CONSENT

Be advised that I am the owner of record of the property referenced herein and consent to this application. As owner, hereby authorize employees or agents of the Village of Sag Harbor, in conjunction with this application, to enter and inspect the project site. I understand that this permit shall expire on November 1, 2020 and that the Village shall retain the right to revoke this permit at any time if deemed necessary.

Name: _____

Address: _____

Phone: _____ Email: _____

Owners Signature: _____ Date: _____

APPROVAL

Signature of Village Clerk upon Approval



VILLAGE OF SAG HARBOR
COVID-19: TEMPORARY OUTDOOR RETAIL SALES APPLICATION

I. REQUIRED ITEMS FOR TEMPORARY OUTDOOR RETAIL SALES APPLICATION

- 1. Completed and signed application form.
- 2. Insurance certificate naming the Village as an additional insured, for use of public right of way (required if use of sidewalk is proposed).
- 3. Check here to acknowledge that you have read and understand your obligation to operate in accordance with the State reopening guidance for retail and have submitted your affirmation to NY State:
<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/RetailMasterGuidance.pdf>.

II. NEW YORK STATE REQUIREMENTS

- NY FORWARD SAFETY PLAN.** Each business or entity, including those that have been designated as essential under Empire State Development's Essential Business Guidance, must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. Information is available at the following website:

www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS_BusinessReopeningSafetyPlanTemplate.pdf

A business may fill out the template to fulfill the requirement or may develop its own Safety Plan. This plan does not need to be submitted to a state agency for approval but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State's industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: forward.ny.gov. If your industry is not included in the posted guidance but your business has been operating as essential, please refer to ESD's Essential Business Guidance and adhere to the guidelines within this Safety Plan. Please continue to regularly check the New York Forward site for guidance that is applicable to your business or certain parts of your business functions.

Use the link below to access the form to affirm that you have read and understand your obligation to operate in accordance with the State's guidance: <https://forms.ny.gov/s3/ny-forward-affirmation>.