



# City of South Amboy

140 North Broadway • South Amboy, New Jersey 08879

Phone: (732) 727-4600

Fax: (732) 727-6139

June 9, 2020

Dear Business Owners,

As you are already aware, Governor Murphy has allowed local governments to take steps to move forward with outdoor service for restaurants and bars beginning June 15, 2020. Mayor Henry has directed that we develop and implement a plan to allow that to take place.

Opening for outside dining requires the City to take certain steps to make sure that this is done in a manner that is both safe and compliant with local regulations. To make sure we are as close to the deadline as possible, we have taken several steps.

Over this past weekend, Jay Elliot has visited many of the local businesses to provide guidance regarding how you will be able to open while observing practices that comply with COVID restrictions and Department of Health regulations. As a Licensed Health Inspector with many years of experience, Jay should and will answer any of your questions specific to Health and COVID guidelines. If he has not yet contacted you please email him at [elliottj@southamboynj.gov](mailto:elliottj@southamboynj.gov) to set up an appointment.

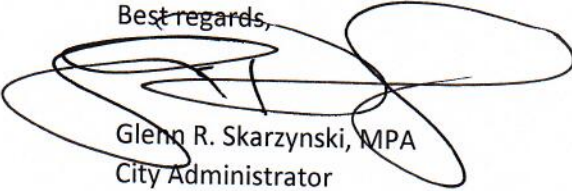
Our Zoning Officer Jason Valetutto, in cooperation with our Construction Official Tom Kelly, has developed a short application that will provide them with the details they need to provide you with guidance on how to operate within City guidelines. Before you open to the public, you must complete a brief application and receive approval. During the review of your application it will be evaluated by Zoning, Construction, Health, and in the case of premises with liquor licenses the Chief of Police. We will do everything in our power to complete these reviews in the shortest time possible. Those businesses that wish to participate in this program are asked to complete and return the applications to him as early as possible to [valetuttoj@southamboynj.gov](mailto:valetuttoj@southamboynj.gov) with a copy to the City Clerk at [brooksd@southamboynj.gov](mailto:brooksd@southamboynj.gov). There is no fee required with this application.

Per Governor Murphy's order, businesses with liquor licenses will be required to obtain a special license from the NJ ABC. The fee for the application is \$75 and can be filed at the following link <https://www.nj.gov/oag/abc/posse/index.html>. We have been informed that the ABC will, where appropriate, approve applications within 1-2 working days. Once approved they will be forwarded to our City Clerk and Chief of Police for final electronic approval before the license is issued.

To successfully complete this process, we are all going to have to work together so we can get you open and operating as close to the June 15 start date as possible. You have our commitment that we will work as hard as we can to meet that date. Please complete and return your application as soon as possible to help us in this effort.

On behalf of Mayor Henry, Council President Gross, and the entire City Council let me express that we are very excited at taking this next step to reopen our City businesses and will continue to support you moving forward.

Best regards,



Glenn R. Skarzynski, MPA  
City Administrator





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## TEMPORARY OUTDOOR RESTAURANT SEATING APPLICATION

Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_

Applicant/Business Owner (print name and signature): \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_

Property Owner (print name and signature): \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_  
Telephone #: \_\_\_\_\_

**Applications are currently being accepted but approvals cannot be granted until an official Executive Order has been signed by Governor Murphy.**

Begin and End Date of Outdoor Seating: Date of Temporary Application Approval to September 15, 2020.  
Hours of Operation for Outdoor Seating Area: Noon to 8PM.

The following items must be included with the application:

1. Survey or plot plan showing location, size, and number of tables and chairs. Area cannot exceed 1,000 sf.
2. Diagram of outdoor seating with measurements exhibiting proper social distancing guidelines as determined by Executive Order.
3. **No fee is required.**
4. If outdoor seating to be located within a private parking lot, safety bollards or similar must be provided as shown on the marked up survey, plot plan, or diagram.
5. If outdoor seating to be located within public City sidewalk, must provide minimum 4' wide sidewalk access for pedestrians and submit additional insurance requirements naming the City as the Certificate Holder.
6. All applicants are responsible for verifying that their liquor license permits the serving of alcohol outdoors.

### For Official Use Only

Zoning Officer	___ Yes	___ No	Signature and Date	_____
Chief of Police	___ Yes	___ No	Signature and Date	_____
Building Dept.	___ Yes	___ No	Signature and Date	_____
Health Dept.	___ Yes	___ No	Signature and Date	_____

Comments from above officials:

Application Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_