



**State of Rhode Island
Department of Transportation
APPLICATION FOR A LETTER OF AUTHORIZATION
FOR OUTDOOR DINING**

Applicant:

E-mail: _____

Phone: _____

Property Owner:

E-mail: _____

Phone: _____

Agent (if any):

E-mail: _____

Phone: _____

Property Information:

Address:

Record Title stands in name of:

Outdoor Dining Use Permits Require:

- Modify existing insurance coverages so that the State of RI is to be added as an additional insured on a primary and non-contributory basis, with a waiver of subrogation on their CGL.
- The CGL must have a minimum of \$1 million per occurrence and \$2 million per annual aggregate. (If it is an umbrella policy, add the State of RI as an additional insured on a non-contributory basis with a waiver of subrogation in favor of the State of RI).
- If licensed to sell liquor, maintain at least \$1 million of liquor liability with the State of RI as an additional insured on a non-contributory basis with a waiver of subrogation in favor of the State of R.I.
- An indemnification clause is required in the agreement, in favor of the State of R.I.
- A description of the proposed use, with seating capacity;
- An aerial photomap of the proposed outdoor dining site overlaid with seating and service layouts;
- A drawing of the proposed outdoor dining use marked with all pertinent dimensions and distances; where possible, designate assigned working areas to staff to limit movement within dining area;
- Establish directional patterns for foot traffic of patrons and staff if possible;
- Images of all proposed signage, fixtures, materials and furnishings;
- Written permission from the property owner to occupy or use the site of the proposed outdoor dining use (if applicant does not own site);
- All relevant forms and certifications required by the State of Rhode Island;



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SUBMITTALS:

I have submitted ELECTRONIC copies in Adobe Acrobat (PDF) format of the following to the Property Management Office (check all that apply). Forms can be obtained at www.ridot.ri.gov

- Application
- Site photo with seating & service layout
- Drawing of proposed use w. dimensions/distances (see examples 1,2 and 3 of attachment 2)
- Images of signage, materials & furnishings
- Permission to occupy outdoor premises



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I hereby request a REVIEW by the Rhode Island Department of Transportation:

Applicant's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

RIDOT to submit application to the Federal Highway Administration for approval per **23 CFR 710.403(b)**

FOR RIDOT USE ONLY

Federal Highway Administration Action: Approve/Deny Date: _____

I have inspected this Outdoor Dining facility and found that it has been implemented in accordance with the permit and approved plan:

Chief Engineer/Designee: _____ Date: _____

Administrator of Real Estate: _____ Date: _____

A copy of this application form must be retained and available for review by municipal staff for the duration of the Outdoor Dining Letter of Authorization.

Attachments (2)