

**Town of Southbury**  
**Land Use Office**  
501 Main Street South, Southbury, CT 06488  
203-262-0634 [landuseadmin@southbury-ct.gov](mailto:landuseadmin@southbury-ct.gov)

**PERMIT APPLICATION – TEMPORARY OUTDOOR DISPLAY OF GOODS**  
**In response to Connecticut’s Reopening Protocol for COVID-19**

This application form is to be used to temporarily allow/modify/expand outdoor display of goods at existing, town-approved retail locations until the earlier of the termination or modification of Governor Lamont’s executive order limiting indoor retail activities/access due to the COVID-19 pandemic, or the Town of Southbury’s decision to revoke or terminate this permit.

Applicant:

Retail Establishment Location:

Applicant Phone No:

Applicant Email Address:

**REQUIREMENTS CHECKLIST/PROCEDURE:**

- ATTACH SITE PLAN SKETCH (to scale) of Proposed Outdoor Display of Goods Area
- PROVIDE A NARRATIVE detailing what goods will be displayed, hours of outdoor display, etc.
- Outdoor Display of Goods shall not occupy or impede fire lanes or building egress
- Outdoor Display of Goods shall not be located in a Town or State Road Right-of-Way without permission from the proper authority
- Outdoor Display of Goods cannot impede *necessary* parking or *access* to sidewalks
- Outdoor Display of Goods must comply with the “Governor Ned Lamont Sector Rules for May 20<sup>th</sup> reopen, dated May 8<sup>th</sup>, 2020” and as may be revised from time-to-time, and Governor Lamont’s Executive Order No. 7MM
- When complete, scan and email the Application, Site Plan and Narrative to the following staff: [landuse5@southbury-ct.gov](mailto:landuse5@southbury-ct.gov), [landuseadmin@southbury-ct.gov](mailto:landuseadmin@southbury-ct.gov), [firemarshal@southbury-ct.gov](mailto:firemarshal@southbury-ct.gov), [ecodevdirector@southbury-ct.gov](mailto:ecodevdirector@southbury-ct.gov)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner (if outdoor display will be located on another lot)

\_\_\_\_\_  
Date

Fire Marshall Approval/Date \_\_\_\_\_

Land Use Administrator/ZEO Approval/Date \_\_\_\_\_

**PERMIT EXPIRATION DATE: NOVEMBER 25, 2020 – at that time temporary outdoor display of goods must be removed**

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**Governor Lamont’s Executive Order No 7MM:**

<https://portal.ct.gov/Office-of-the-Governor/Governors-Actions/Executive-Orders/Governor-Lamonts-Executive-Orders?Page=2#pos=2988>

**Governor Ned Lamont Sector Rules for Retail and Malls**

[https://portal.ct.gov/-/media/DECD/Covid\\_Business\\_Recovery/CTReopensRetail--051620.pdf?la=en](https://portal.ct.gov/-/media/DECD/Covid_Business_Recovery/CTReopensRetail--051620.pdf?la=en)

**Building Department Approval for tents and other features may be necessary.**

The Building Official can be contacted at 203-262-0609 and by email at [building@southbury-ct.gov](mailto:building@southbury-ct.gov)