



**Re-Opening Ellsworth:  
 REQUESTS FOR TEMPORARY OUTDOOR RESTAURANT AND RETAIL OPERATIONS**

The City of Ellsworth proposes to assist our business community as they look to safely reopen restaurants, retail establishments, and other commercial activity as allowed by the State’s Reopening Plan. This assistance includes considerations to allow restaurants and retail establishments to temporarily expand onto private and public property for restaurant seating or retail merchandise.

To facilitate a safe outdoor operation plan, the City asks business owners with a proposal to temporarily expand outside to consider the following recommendations when developing their plan:

- All outdoor areas will be under the responsible direction and control of the business establishment;
- Outdoor areas should not extend on to another person’s property without written permission from that property owner;
- Building entrances, ADA access as well as ADA handicap parking spaces, firetruck access, and dumpster access should remain completely unobstructed;
- Plans should adhere to applicable State COVID-19 prevention checklists and social distancing requirements;
- The use of physical barriers and/or signage to visually distinguish the boundary and entrances/exits of outdoor areas is encouraged.

To aid in requests to expand outdoors, please submit the form below in addition to a sketch plan and/or photos that show the mockup plan being proposed. Submittals can be emailed to the Economic Development Office ([jrichards@ellsworthmaine.gov](mailto:jrichards@ellsworthmaine.gov)) or dropped off at or mailed to City Hall (1 City Hall Plaza) with attention directed to the Economic Development Office. These submittals will then be reviewed by the Code Enforcement Office and Police and Fire departments to ensure safety and compliance with codes.

PLEASE NOTE: Submittals to expand onto an establishment’s private outdoor green space or existing patio area are typically NOT necessary.

Any questions can be directed to Janna Richards, [jrichards@ellsworthmaine.gov](mailto:jrichards@ellsworthmaine.gov) or 669-6655 (please leave voice message).

Business Name:	
Business Physical Address/Location:	
Phone:	Email:
Contact’s Name:	
Contact’s Signature:	Date:
Phone:	Email:
Owner’s Name:	
Owner’s Address:	
Phone:	Email: