

**Town of Trumbull**  
**CONNECTICUT**

**Planning and Zoning  
Department**  
Telephone (203) 452-5047  
Fax (203) 452-5169



**Town Hall**  
5866 Main Street  
Trumbull, Connecticut  
06611

**PLANNING AND ZONING  
DEPARTMENT**

**TEMPORARY OUTDOOR RETAIL BUSINESS GUIDELINES**

The Planning and Zoning Department will be accepting permits for retail businesses to allow **TEMPORARY** outdoor sales. The retail business should contact the Planning and Zoning Department at (203)452-5047 and Speak to Rob Librandi, Town Planner to setup a meeting to discuss the process.

**Please review the information below that is required to apply for the Temporary permit**

- The temporary permit will be in effect in accordance with the Governor's orders
- Proprietors are allowed to create retail areas in on-site parking lots of sidewalks that have been dedicated to off-street parking
- Outdoor retail would need to comply with noise ordinance (9pm), enforced by the Police Dept.
- Retail areas should be enclosed in some way: temp fencing, planter boxes, etc.
- If the businesses is open after dark sufficient lighting should be provided in areas in parking lots for functionality and to alert unaware drivers
- Proprietors would need to make good faith efforts to minimize impacts on residences and other neighbors
- No outside music allowed
- The Planning and Zoning Department will discuss patio, sidewalk locations with the Fire Marshall, Building, Zoning, and Police
- Social distancing practices should be enforced by the businesses
- All areas must be handicapped accessible
- A GIS map should be submitted showing the location of the temporary retail area, the safety barriers and any tents.
- Curbside pickup locations must be shown as well
- A description of items for sale is required
- Shared retail areas will be considered
- The property owner must give written authorization to allow the temporary use of his property.
- No Fee Required
- Signage is required at the retail area to inform people of social distancing requirements
- Hours of operation must be stated
- Garbage can and hand sanitizer is required in the area
- Extension cords if needed must be installed in a safe manor ( anchored down across travel lanes

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**Process for having a fully Enclosed Tent**

(Once a tent is enclosed it is considered a structure and as such must meet Building and Fire code requirements)

- The temporary permit will be in effect in accordance with the Governor's orders
- With applying you agree that this structure is temporary and will be removed once the governors orders have been removed
- Application must be submitted to the Planning and Zoning Dept. which will be distributed to other Town Depts. for review.
- Structural design specs must be submitted with application
- Seating chart must be submitted to show occupancy load which must meet Governor's orders.
- Map showing any changes made to the site from the previous tent application
- Specs showing the type of heating in the structure (**additional permits may be required**)
- Floor plan showing all point of egress and safety requirements
- Specs for the type of lighting and electrical connections must be submitted
- Map showing clear path where the patrons will enter the tent.
- ADA compliance required
- Hours of operation
- Social distancing practices should be enforced by the businesses