



New - Temporary Outdoor Dining Form

City of Hopewell

Economic Development Office

300 N Main Street Hopewell, VA 23860

(804) 541-6008

(804) 541-2271

In response to the Governor of Virginia's Phase 1 of Forward Virginia, the City of Hopewell is expediting the process for restaurants to TEMPORARILY establish outdoor dining spaces. In order for a restaurant to establish a temporary outdoor dining space, the restaurant owner needs to submit a sketch of the new outdoor dining space, along with this form, to the Economic Development Office. City officials will review plans within 2 business days and notify owner of approval or give comments regarding the plan.

Authorization: By signing this form, the signee understands that the approval they are receiving is only temporary, and will only last until the Governor's restrictions on restaurants are lifted. The City of Hopewell reserves the right to revoke the approval of this temporary dining space at any time. The approval from the City of Hopewell is only certifying the temporary DINING establishment and does NOT certify any alcoholic beverage authorization.

Please submit this form along with a sketch of the temporary dining space to the City of Hopewell by either emailing senglish@hopewellva.gov or dropping off the plan to Hopewell City Hall between the hours of 10am and 3pm. If dropping off, please call the City Manager's office at 804-541-2243 to alert us that the plan will be dropped off. The plan needs to include measurements, table counts, trash receptacle counts, handwashing or sanitizing station, and fencing type if applicable. Please contact the Economic Development Office if you have any questions or concerns.

Name: _____

Business Name: _____

Business Address: _____

Current Building Occupancy: _____

Proposed Outdoor Occupancy: _____

Contact Phone: _____

Contact Email: _____

For Office Use Only

Date Submitted: _____

Received By: _____

Fire Marshal Approval: _____

Building Official Approval: _____