



Urban Renewal Areas – Outdoor Cafe Permits

The cafe permit process usually requires three meetings. The applicant will have to present his application to the Salem Redevelopment Authority (SRA) first. If the SRA approves the concept, they will then forward it to the Design Review Board (DRB) for detailed review. When the DRB finalizes a recommendation, it will then come back to the SRA for final approval. The SRA will not give final approval on a café permit unless the applicant has received approval by the Licensing Board and the Board of Health.

Checklist of required documents for Outdoor Café Permits in the Urban Renewal Area:

1. Letter of Intent stating the need, location, number of tables/chairs, plan for securing the tables at night and any other pertinent information relating to the proposed outdoor café.
2. Letter from the property owner (if leasing) stating that they approve of the proposed outdoor café.
3. Cafe Permit Agreement
4. Site Plan (drawn to scale) that indicates the dimensions of the sidewalk, proposed seating location and site features (such as trees, bollard, light posts, etc.).
5. Photograph or catalog specification of the proposed site furniture (chairs, tables, umbrellas, etc.)
6. Liability Insurance (covering the entire seating area)
7. Approval from the Licensing Board and the Board of Health

The SRA holds regular meetings on the second Wednesday of every month at 6:00 pm and the DRB holds regular meetings on the fourth Wednesday of every month at 6:00 pm. Please consult the Department of Planning and Community Development with submission requirements and deadlines.

Questions regarding this process should be directed to the Department of Planning and Community Development at 120 Washington Street, 3rd Floor, 978/619.