



**NOTICE OF APPLICATION DEADLINE**  
**EXPANDED OCCUPANCY OF CITY PROPERTY**

**THURSDAY, JUNE 11, 2020, 5:00 PM**  
**Office of the City Clerk**

Consistent with Governor Charles D. Baker's COVID-19 orders and Newburyport Municipal Code § 12-1, as it may be amended, the City of Newburyport is accepting **applications by businesses and other organizations for licenses to occupy City property**, including portions of sidewalks, streets, and parks (e.g. Tracy Place and Inn Street Mall), to place seating and/or merchandise displays.

**Some have already submitted applications to Mayor Donna D. Holaday, and these will be routed to the City Clerk. The Mayor, City Council, and all City departments, boards, and commissions are using this unitary process.**

Time is of the essence so that businesses and other organizations may prepare to reopen to the public. Therefore, **additional applications** to occupy City property, including dimensioned diagrams of proposed areas for tables, chairs, and/or merchandise displays, are **due to the City Clerk by hand, mail, or email no later than 5:00 pm on Thursday, June 11, 2020.**

**Criteria for successful applications include:** (1) **smallest areas** of use possible; (2) accommodation of other applicants to **share city property**; (3) **pedestrian access** no less than five-feet wide; (4) **seating at least six-feet apart**; (5) **\$1.0 million liability insurance** naming City as additional insured, and **indemnity**.

**Please obtain forms and information from**  
**CITY CLERK RICHARD B. JONES**  
[rjones@cityofnewburyport.com](mailto:rjones@cityofnewburyport.com)  
**(978) 465-4407, ext. 1205**