



2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
Phone: (519) 733-2305  
www.kingsville.ca

## APPLICATION FOR USE OF MUNICIPAL RIGHT OF WAY FOR SIDEWALK CAFÉ Application to Install & Operate:

☐ Unlicensed Patio No Enclosure

☐ Licensed Patio Enclosure

Season: April 1 to November 1 YEAR: \_\_\_\_\_

### Business Information:

Name of the Business: \_\_\_\_\_

Municipal Address of Business location: \_\_\_\_\_

Business Registered under Town's Business Registry By-law 129-2004: ☐ Yes

### Registered Property Owner Information:

Registered Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone (Business): \_\_\_\_\_ Telephone (Residential): \_\_\_\_\_

### Applicant Information:

Name of Applicant: \_\_\_\_\_ Position: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone (Business): \_\_\_\_\_ FAX: \_\_\_\_\_

### SIDEWALK CAFÉ

A.G.C.O. Licence No.: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ A.G.C.O. Approval: Yes ☐ No ☐

Hours of Operation: Opening @ \_\_\_\_\_ am / pm Closing @ \_\_\_\_\_ am / pm

Please provide a detailed site plan showing the following:

- Number of Tables and Chairs
- Landscaping details including types of plantings
- All entrance and exit points
- Dimensions of proposed sidewalk café
- Type and height of fencing enclosure
- Signage

In order to process your application, please submit the following:

- ☐ A non-refundable administrative fee of: First time café - \$600.00, Renewal - \$200.00
- ☐ A tenant must have the owner's endorsement. Please see the attached Authorization Form.
- ☐ A layout plan of the proposed area clearly indicating all information requested as noted above.
- ☐ An elevation drawing of the proposed fence enclosure.

Upon submission of the application and prior to the operation of the sidewalk café the following must be completed:

1. Municipal review of the layout plan and site inspection of the location of the proposed sidewalk café.
 

a. Location Approved	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes, with modifications	<input type="checkbox"/> No
b. Fencing Approved	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes, with modifications	<input type="checkbox"/> No
c. Fencing Installed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2. Enter into an agreement with the Corporation of the Town of Kingsville.
  - a. Council Approval: \_\_\_\_\_
3. Provide a third party liability insurance policy.
  - a. Received: \_\_\_\_\_
4. Submit an indemnity deposit of \$500.00.
  - a. Received: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Submission Date

**THE CONSTRUCTION AND/OR OPERATION OF A SIDEWALK CAFÉ IS NOT PERMITTED WITHIN THE MUNICIPAL RIGHT-OF-WAY UNTIL APPROVAL HAS BEEN GRANTED BY TOWN COUNCIL AND THE ABOVE COMPLETED.**