



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 Yes Yes, with modifications No
 - b. Fencing Approved Yes Yes, with modifications No
 - c. Fencing Installed Yes 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.