

- Uses
 - Licensed Patio:
 - Dining (serviced):
 - Patron Seating:

- Location
 - Façade Patio:
 - Curb Side Patio:
 - Both:

- Number of seats (chairs): _____

- Anticipated Installation Date (April 15 opening date): _____

- Proposed Patio Removal Date (October 15 closing date): _____

3. PATIO DESIGN INFORMATION

A patio plan is required showing the location of the proposed patio. Please provide a sketch or CAD drawing of your proposed patio layout including the following information and dimensions.

| Patio Area* | Other Information |
|--|---|
| Location of the patio on the sidewalk and building | Building information including façade length, building entrance (door location), Siamese connections, exits from building and location of washrooms, if applicable. |
| Fence location and entrance | |
| Entrance to building/restaurant | |
| Location of all furniture (chairs and tables) | Location of existing street trees and grates. |
| Location of all fencing and access points | Street furnishing zone and any street Furniture such as fire hydrants, light / utility poles, benches, bike racks, waste receptacles. |
| Location of umbrella(s) | |
| Location of any planters | |
| Number of seats / chairs | Bus shelters |
| Number of tables | Manholes / catch basins, utility valves. |
| Overall size (area) of patio | |
| Curb Line and Street Furnishing Zone | |
| Minimum Clear Path of Travel | |

*All dimensions are to be metric.

4. PATIO OCCUPANCY (OCCUPIED LOAD) INFORMATION

If the Applicant is proposing a licensed patio, the following information is required including a discussion with City of Waterloo Building Standards and will be subject to the Alcohol and Gaming Commission Application for Outdoor Space License and related Ontario Fire Code requirements.

- AGCO Approval Received Yes:
 No:
 Under Review:

- Number of proposed Patio tables: _____

- Number of proposed Patio seats: _____

- Current Occupant Load (if known):

Total unisex toilets: _____

Total female toilets: _____

Total male urinals: _____

Total male toilets: _____

5. APPLICATION DELCARATION AND CONDITIONS

I confirm by my signature below that the information contained in this application, including plans, details, patio location and setback information, is to my knowledge true, complete and in conformity to the City of Waterloo Uptown Sidewalk Patio Guidelines (available at <http://www.waterloo.ca/ecdev>). I have read and understand the information provided and agree to abide by the conditions and provisions listed in this application form and Patio Encroachment / Licensing Agreement. I further understand this is an application process and that an application for a patio does not guarantee installation is feasible and that the patio encroachment / license conditions may be subject to change. If the patio is located on a Regional roadway, the patio may be subject to a “Master Agreement” between the Regional Municipality of Waterloo and the City of Waterloo.

Sidewalk Patio Application Conditions:

- 1) The Applicant: The patio application must be in the name of the person or persons representing the patio business.

- 2) **Patio Application Submission:** A complete patio application form must be submitted to the City of Waterloo Economic Development Division for review and processing. The patio applicant is required to enter into a patio encroachment / licensing agreement prepared by the City of Waterloo and must have authorization from the property owner.
- 3) **Cost:** The patio applicant is responsible for the cost to install, maintain and to remove the patio area.
- 4) **Duration:** All patios shall be regulated on a seasonable basis during the period commencing April 15 to October 15 or as set out in the patio encroachment / licensing agreement.
- 5) **Installation:** In all cases, the patio applicant is responsible to ensure patio furniture and fencing does not damage public property.
- 6) **Maintenance:** The patio applicant is responsible to maintain the patio area in original site condition and will be required to remove all furniture and equipment following the patio season deadline.
- 7) **Responsibility:** The patio applicant is responsible to maintain the patio fencing and layout in accordance with the approved patio plan.
- 8) **Insurance:** The patio applicant must provide an insurance certificate showing proof of liability insurance in the minimum amount of \$2,000,000 in liability naming “The Corporation of the City of Waterloo” (and “The Regional Municipality of Waterloo” if located on a Regional Road) as additional insured with respect to the encroachment.
- 9) **Fees:** The patio application form is subject to the applicable fees established in the City of Waterloo Fees By-Law.
- 10) **Patio Encroachment / Licensing Agreement:** The property owner is required to enter into a patio encroachment / licensing agreement with The Corporation of The City of Waterloo. This agreement shall establish the performance standards for a sidewalk patio and may be subject to Regional approval if the patio is located on a Regional Road and to a Master Licensing Agreement between the City and Region. The City of Waterloo reserves the right to terminate the encroachment / licensing agreement if the terms and conditions are contravened.
- 11) **Applicable Legislation:** The patio application may be subject to other applicable legislation such as The Liquor Control Act, The Alcohol and Gaming Regulation and Public Protection Act, The Ontario Fire Code, The Ontario Building Code Act and The Accessibility for Ontarians with Disabilities Act.

- 12) Inspection: The patio area shall be subject to inspection and the City of Waterloo has the ability to warn, relocate and remove the patio fencing and furniture as outlined in the patio encroachment / licensing agreement.

Signature of applicant: _____ **Date:** _____

Name: (print): _____

6. NEXT STEPS

- 1) Consult the Alcohol and Gaming Commission of Ontario and City of Waterloo Building Standards for Licensed Patio criteria.
AGCO application
- 2) Please return complete application form to:
City of Waterloo
100 Regina Street South
Economic Development Division, 3rd Floor
Attn: Christine Tettman
- 3) **Staff will review the Patio Application and Proposed Patio Design.** If there are any concerns, City staff will contact you. We will also notify you once your application has been approved or declined. If approved, you will receive a patio encroachment / Licensing Agreement to review.
- 4) **Sign your encroachment / licensing agreement.** If you are in agreement with the patio encroachment / licensing agreement, please sign the agreement and return it to the Economic Development Division.
- 5) **Please wait until we contact you.** The patio applicant will be contacted when all approvals have been completed to let you know when you can officially start to install and operate your patio.