



## APPLICATION FOR A TEMPORARY OUTDOOR PATIO EXTENSION (March 1 to October 15 of current year)

☐ MUNICIPAL PROPERTY ☐ PRIVATE PROPERTY

### APPLICANT INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### BUSINESS INFORMATION

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

PATIO LOCATION: \_\_\_\_\_

PATIO LICENSED FOR THE CONSUMPTION OF ALCOHOL? ☐ YES ☐ NO

### REQUIREMENTS – CHECK BOXES OF SUBMITTED REQUIRED DOCUMENTS & FILL IN BLANKS

#### **PROPOSED SITE PLAN DRAWING, ACCURATE AND TO SCALE, DETAILING:**

- ☐ EXISTING AND PROPOSED CONDITIONS, which the Applicant proposes to place, construct, install, maintain & use a Temporary Outdoor Patio Extension, including, but not limited to, existing buildings, parking spaces, driving aisles, sidewalks, accessibility ramps, fire hydrants, bike racks, benches, planters, garbage/recycling receptacles. **Photographs and illustrations should accompany your Site Plan.**  
**BBQ AND OTHER COOKING DEVICES ARE NOT PERMITTED ON TEMPORARY OUTDOOR PATIO EXTENSIONS ON MUNICIPAL PROPERTY AS PER REFRESHMENT VEHICLE BYLAW 043-2015**
- ☐ INDOOR FLOOR PLAN indicating location, # of water closets, of washroom facilities.
- ☐ REQUIRED ACCESSIBLE WALKWAY 1.5 Meter Accessible Pedestrian Walkway between Patio & Roadway OR Building & Patio. **WALKWAY WIDTH: \_\_\_\_\_ METRES**
- ☐ PROPOSED FENCING Location, Description & Illustration, including Type, Design, Height, Materials, and Colour. **FENCING IS REQUIRED FOR ALL PATIO EXTENSIONS**
- ☐ SEATING PLAN & FURNISHINGS LAYOUT Description & Illustration, including Number and Type (including but not limited to tables, chairs, signage, awnings, umbrellas and platforms, lighting, decorative accessories, plant materials and containers). **ALL FURNISHINGS TO BE MAINTAINED WITHIN FENCING.**
- ☐ PATIO HEATERS Location, Description & Illustration, Technical Specifications. **YES\_ NO\_ PATIO HEATERS ARE NOT PERMITTED DURING THE MONTHS OF JUNE, JULY, & AUGUST**

#### **LEGIBLE COPIES OF THE FOLLOWING:**

- ☐ WRITTEN CONSENT OF BUILDING OWNER (IF TENANT) **OWNER\_\_\_\_\_ TENANT\_\_\_\_\_**
- ☐ HEALTH UNIT APPROVAL **CAN BE LEGIBLE PHOTOGRAPH OF POSTED ITEM**
- ☐ ALCOHOL LICENCE (IF APPLICABLE) **CAN BE LEGIBLE PHOTOGRAPH OF POSTED ITEM**
- ☐ OCCUPANCY LOAD **CAN BE LEGIBLE PHOTOGRAPH OF POSTED ITEM**
- ☐ \$2 MILLION LIABILITY INSURANCE (FOR PATIOS ON MUNICIPAL PROPERTY)
- ☐ SIGNED INDEMNITY AGREEMENT (FOR PATIOS ON MUNICIPAL PROPERTY)

Corporation of the Town of Cobourg

55 King Street West, Cobourg, ON K9A 2M2 Phone (905) 372-4301

www.cobourg.ca

## ACKNOWLEDGEMENT OF PROVISIONS – CHECK BOXES

- ☐ The Outdoor Patio must be used in conjunction with and as part of an eating establishment located on private lands adjoining the sidewalk.
- ☐ Operating Season: **March 1 to October 15 of current year**
- ☐ Operating Requirements:  
Adherence to current Municipal, Provincial, Federal and Local Health Department Requirements and Restrictions regarding Opening and Closing Times and the times alcohol may be served or sold.
- ☐ Removal of all objects within and forming part of the Outdoor Patio and Restoration of the sidewalk (if applicable) on or before **October 31 of current year**

## ACKNOWLEDGEMENT FOR COMPLIANCE – CHECK BOXES

- ☐ Applicant is responsible for ensuring there is no deviation from approved plans. Any changes especially additional tables, seating, and signage, require additional approvals.
- ☐ Applicant is responsible, at their sole expense, to maintain the Outdoor Patio Extension in a safe, clean, and neat manner at all times.
- ☐ Applicant is responsible for ensuring nothing encumbers or interferes with pedestrian flow along or adjacent to the sidewalk or highway, including, but not limited to, removal of snow/ice.
- ☐ Applicant is responsible for adhering to all Provincial, Federal and Health Department Regulations & Restrictions
- ☐ Applicant is responsible for ensuring their posted **occupancy load**, as approved by the Municipality's Building & Fire Departments, **is not exceeded** at all times, including, but not limited to, cases of inclement weather.

## ACKNOWLEDGEMENT OF ACCOMPANYING DOCUMENTATION – CHECK BOXES

Applicant acknowledges that they have read and understood the following Documents that become part of the Outdoor Patio Extension Application.

- ☐ Town of Cobourg Restaurants and Bars in Cobourg Outdoor Patios Document
- ☐ TSSA Patio Heater Safety Guidelines

## DECLARATION

I am the applicant herein and am aware that certain information must be obtained in order to process this application. I acknowledge that the foregoing information may contain "personal information" as defined under the Municipal Freedom of Information and Protection Privacy Act, 1990, and that such information is required pursuant to the provisions of the Municipal Act and will be utilized by the Town for the administration of this Temporary Outdoor Patio Extension Permit. I also acknowledge that this Application will be made public if it is sent to the Municipal Clerk for placement on Council's Agenda.

I certify the above information to be correct in all respects. I hereby agree to comply with all of the provisions and requirements of all applicable By-laws.

I certify that the proposed use of this Proposed Outdoor Patio would not be contrary to any other By-law of this Municipality, or Provincial or Federal Statute or Regulation.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\*Personal Information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 c. M56, as amended, Inquiries about the collection of personal information should be directed to the Municipal Clerk.

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THE CORPORATION OF THE TOWN OF COBOURG

**INDEMNITY AGREEMENT FOR OUTDOOR PATIO LICENCING**

Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_,

Between

**The Corporation of the Town of Cobourg, 55 King Street West, Cobourg ON K9A 2M2,**  
here referred to as the 'INDEMNITEE',

And

\_\_\_\_\_  
(Applicant)

\_\_\_\_\_  
(Applicant's Address),

here referred to as the 'INDEMNITOR'.

**The parties agree as follows:**

**SECTION ONE – LIABILITY, LOSS OR DAMAGE**

Indemnitor undertakes to indemnify Indemnitee from any and all liability, loss, or damage Indemnitee may suffer as a result of claims, demands, costs, or judgements against Indemnitee arising from the operation and services of a Refreshment Vehicle licensed by the Corporation of the Town of Cobourg in accordance with the provisions contained in **By-Law # 022-2002**, being a By-law to license and regulate OUTDOOR PATIOS within the Town of Cobourg.

**SECTION TWO – DURATION**

Indemnity under this Agreement shall commence on the Permit Issue Date and shall continue in full force until the annual Outdoor Permit Expiry Date of **October 31 of current year**.

**SECTION THREE – REQUIREMENT OF NOTICE TO INDEMNITOR**

Indemnitee agrees to notify Indemnitor in writing, within seven (7) days, by registered or certified mail, at Indemnitor's address as stated in this Agreement, of any claim made against Indemnitee on the obligations indemnified against.

IN WITNESS WHEREOF, the parties have executed this Agreement at Cobourg,

this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Signature of Indemnitor (Town of Cobourg)

\_\_\_\_\_  
Indemnitor (Print Name)

\_\_\_\_\_  
Signature of Indemnitee (Applicant)

\_\_\_\_\_  
Indemnitee (Print Name)

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Witness (Print Name)

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## FOR OFFICE USE ONLY

RESTAURANT/BAR NAME: \_\_\_\_\_

☐ **MUNICIPAL PROPERTY**

☐ **PRIVATE PROPERTY**

Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Required Approvals (Attach Comments)

- ☐ PUBLIC WORKS DEPARTMENT
- ☐ FIRE DEPARTMENT
- ☐ PLANNING DEPARTMENT
- ☐ BUILDING DEPARTMENT
- ☐ MUNICIPAL LAW ENFORCEMENT & LICENSING DEPARTMENT
- ☐ ACCESSIBILITY COORDINATOR
- ☐ HERITAGE DISTRICT COMMITTEE (if applicable)
- ☐ CLERK (if applicable)

### Required Inspections (Attach Comments)

- ☐ PATIO HEATER INSPECTION (if applicable)
- ☐ PROPOSED SITE PLAN INSPECTION (include measurements and photographs)

Date conducted: \_\_\_\_\_ Inspector: \_\_\_\_\_

Permit Issue Date: \_\_\_\_\_

Assigned Permit #:

Authorizing Signature: \_\_\_\_\_

PERMIT IS VALID FROM MARCH 1 THROUGH TO OCTOBER 15 OF CURRENT YEAR

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