



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:

Unlicenced Patio No Enclosure

Licenced 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

Proposed Number of Tables: _____ Proposed Number of Chairs: _____

Dimensions of the proposed sidewalk café: _____ m x _____ m

Proposed fence enclosure: _____ Height of the fence: _____

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

- A non-refundable administrative fee of **\$100.00 (P APP)** as well as, a billing deposit of **\$500.00**.
- 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.
- 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.