



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

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.**