

# TEMPORARY PATIO REQUEST

This form is to be utilized to extend/establish a temporary patio in accordance with the Province’s second stage of reopening Ontario. As a requirement for establishing an outdoor patio, it is required that you receive acknowledgement that the municipality has no objection.

If the patio is to occupy space on a City Right-of-Way in the downtown district, please contact the Downtown Development Board at:

519-633-5248 or

info@downtownstthomas.com

The applicant is required to follow all requirements of the Province, the AGCO, Southwestern Public Health and the St. Thomas Fire and Building Departments.

In order to receive acknowledgement that the municipality has no objection to the proposed patio, please complete this form in its entirety and provide a site plan which includes the following:

- a) Property lines;
- b) Area to be utilized for a patio;
- c) Location of tables and chairs, in a ‘useable position,’ and walking areas past these tables and chairs for staff in order to maintain physical distancing;
- d) Patios are to be set back 7.5 m from any residential property and may not impact more than 25% of the required parking on site; and
- e) Indication of how patrons will be protected from vehicles in parking lots;

**NOTE:** this plan shall be to scale and adequately dimensioned.

### KEEP CUSTOMERS SAFE



Practice physical distancing



Increase cleaning of frequently touched surfaces



Wear PPE at all times, at minimum an appropriate face covering



Wash your hands frequently and practice good hygiene



Get tested if you are worried you have or have been exposed to COVID-19

Food services in any workplace setting are strongly advised to review and adopt workplace guidance for [restaurants and bars](#). This includes food courts, food services on television, film and photography sets, and food services as part of tours. Workplaces are strongly recommended to review and adopt guidelines to keep employees and customers safe.



## APPLICANT INFORMATION

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Contact email: \_\_\_\_\_



# TEMPORARY PATIO REQUEST

## PROPERTY OWNER INFORMATION

Name of Property Owner: \_\_\_\_\_

Contact (phone or email): \_\_\_\_\_

**Owner Authorization:** It is required that persons signing this authorization on behalf of a company or corporation have the necessary authority to bind it.

I, (print) \_\_\_\_\_, being and/or representing the Registered Owner of the above property, hereby authorize the party stated as the applicant in this form to make application on my behalf to the City of St. Thomas Planning and Building Services Department, and take all actions necessary for the processing of the above in accordance with the applicable requirements of the City of St. Thomas for the purpose of the identified project.

Signature of Owner: \_\_\_\_\_

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

## PATIO INFORMATION

**PROPOSED USE:**     Licensed Patio     Unlicensed Patio

Number of seats (chairs): \_\_\_\_\_    Number of tables: \_\_\_\_\_

Current occupant load of business: \_\_\_\_\_

Number of unisex toilets: \_\_\_\_\_    Number of female toilets: \_\_\_\_\_

Number of male urinals: \_\_\_\_\_    Number of male toilets: \_\_\_\_\_

Is the patio occupying space on the municipal boulevard?     YES     NO

Anticipated Installation Date: \_\_\_\_\_

Proposed Patio Removal Date: \_\_\_\_\_

**NOTE:** The current measures will be in effect until January 1, 2021.

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## CONDITIONS OF ACCEPTANCE

- 1) It is the responsibility of the applicant (business owner) to comply with all applicable laws and regulations, including but not limited to the Liquor Control Act, Liquor License Act, the Alcohol and Gaming Regulation and Public Protection Act, the Ontario Fire Code, the Ontario Building Code and The Accessibility for Ontarians with Disabilities Act.
- 2) The operation of a patio shall be in conformance with the City’s Noise Bylaw.
- 3) The applicant is responsible for the cost to install and maintain the temporary patio in accordance with the approved site plan.
- 4) The applicant is responsible to ensure that patio furniture and fencing does not damage public property.
- 5) The applicant is responsible to remove all furniture, equipment and fencing following the removal date and return the site to its original condition.
- 6) The patio area shall be subject to inspection by the City of St. Thomas at any time during its use.

## APPLICANT DECLARATION

I have read and understand the information provided and agree to abide by the conditions and provisions listed in this form. I further understand this is an application process and that an application for a patio does not guarantee installation is feasible and that the conditions may be subject to change.

I, (print) \_\_\_\_\_, 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 St. Thomas guidelines.

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

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

## MUNICIPAL ACKNOWLEDGEMENT

I, Chris Peck, Chief Building Official of the City of St. Thomas, confirm that I have reviewed the information provided with this form and have no objection to the proposed patio.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date