THE CORPORATION OF THE TOWN OF ARNPRIOR

OUTDOOR SIDEWALK PATIO CAFÉ PERMIT APPLICATION

Applicant: ___________________________________________________________
Address: ____________________________________ Email: _______________
Postal Code: _________________ Telephone: ____________________________

APPLICATION REQUIREMENTS:

1. **Patio Café Location and Layout Sketch Details: (attach on a separate page)**
   a. Patio dimensions, offsets to curb, sidewalk, light standard, and side lot lines.
   b. Fencing/Screens: type, height, colour, means of support, number of openings.
   c. Deck/Platform: material, height, colour.
   d. Awnings: material, colour, mounting height and clearance.
   e. Furnishings: number of tables and chairs, material, colour.
   f. Lighting: location, type, wattage, number of light standards/units.
   g. Plant Material: location, number of planters, type of vegetation

2. **Certificate of Insurance:**
   a. General Liability insurance for a limit of not less than $2,000,000.00 (two million), naming the Town of Arnprior as an additional insured.

3. **Non Refundable Annual Permit Application Fee:**
   a. $425.00 (Cash, debit or cheque)

4. **Restaurant Facility Information:**
   Adequate washroom facilities for both existing restaurant and new patio are required.
   a. Occupant load of restaurant in accordance with the Ontario Building Code ______
   b. Occupant load of patio in accordance with the Ontario Building Code. ______
   c. Number of water closets (toilets) in male washroom. ____________
   d. Number of urinals in male washroom. ____________
   e. Number of water closets (toilets) in female washroom. ____________
PERMIT APPROVAL

Information:

Approval of this application for an Outdoor Sidewalk Patio Cafe shall be based upon conformance to Town of Arnprior By-Law #XXXX-16. This application shall be considered approved and shall act as the Outdoor Sidewalk Patio Café Permit only when signed by the Chief Administrative Officer (CAO) indicating approval of:

1. The design and layout of the outdoor sidewalk patio cafe as per the information supplied in this application, with amendments as necessary; and

2. The physical setup of the outdoor sidewalk patio cafe, certified by a Town of Arnprior Community Development Branch staff to be in compliance with the approved application as noted in (1) above.

Any proposed modifications to an existing approved patio cafe must be reviewed and approved in writing by way of a permit issued by the CAO prior to implementation.

Any physical modifications made to the patio cafe elements deemed to be significantly different from the approved application or which contravene By-Law #XXXX-16 shall invalidate this permit.

Invalidation of the permit will require the applicant to re-apply for a new permit, and/or will require removal of all patio cafe elements from the public right-of-way. The Town of Arnprior has the right to remove patio cafe elements from the public right-of-way which differ from the approved application and/or pose a safety hazard to the patrons and/or the general public.

This application and permit shall only be valid within the permit period as noted.

All patio cafe elements must be removed from the public right-of-way by the end of the permit period.

NOTE: It is the applicant’s responsibility to apply for and obtain any required licenses or permits through the LLBO to allow for consumption of alcoholic beverages on the proposed patio cafe.

NOTICE WITH RESPECT TO COLLECTION OF PERSONAL INFORMATION: Personal information collected on this application form is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of processing the application and for administrative purposes. Questions about the collection and use of this information in accordance with the Municipal Freedom of Information and Protection of Privacy Act may be made to the Town Clerk, 105 Elgin Street West, Arnprior, ON K7S 0A8 or by telephoning (613) 623-4231 ext. 1817.
I agree to abide by By-Law #XXXX-16 and the terms and conditions outlined herein for the operation of an Outdoor Sidewalk Patio Cafe on the public right-of-way in the Town of Arnprior.

Applicant’s Signature: ____________________________________________

Date: ___________________________________________________________

OWNER’S AUTHORIZATION & DECLARATION

11. AUTHORIZATION

I/we hereby authorize to act on my/our behalf in the matter of this application for an encroachment.

________________________  __________________________
Signature of Owner       Signature of Owner

12. DECLARATION

This declaration below must be signed in the presence of a Commissioner of Oaths for taking affidavits. This may be done when presenting your application at Town Hall.

I, ________________ of the Town of Arnprior in the County of Renfrew, solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act. Further upon completion of all conveyances, I will so advise the Town of Arnprior.

Declared before me at the __________ of ______, in the ______ of ______ this _______ day of _________, 20__.

________________________  __________________________
Signature of Applicant or Authorized Agent       A Commissioner, etc.
13. RELEASE, WAIVER AND INDEMNIFICATION

As the Owner or acting in the capacity of an Authorized Agent of the Owner if granted the Outdoor Sidewalk Patio Café Permit by the Corporation of the Town of Arnprior:

I HEREBY RELEASE, WAIVE AND FOREVER DISCHARGE the Town of Arnprior HEREAFTER KNOWN AS THE RELEASEE, and its employees, agents, officers and members of council from all claims, demands, costs, expenses, in respect of death, injury, loss or damage to myself or my property resulting from the completion of this application and if granted, from the Outdoor Sidewalk Patio Café.

I further agree to indemnify THE RELEASEES for injury, death, property damage or any other loss sustained by THE RELEASEES resulting from the completion of this application and if granted, from the Outdoor Sidewalk Patio Café.

Should the Outdoor Sidewalk Patio Café be granted to the Applicant the RELEASE, WAIVER AND INDEMNIFICATION shall survive the application and the Outdoor Sidewalk Patio Café.

BY SIGNING this Application, I hereby acknowledge having read, understood, agreed to the above RELEASE, WAIVER AND INDEMNIFICATION and if applicable I have the authority to sign the RELEASE, WAIVER AND INDEMNIFICATION on behalf of my organization.

___________________________________
Signature of Applicant or Authorized Agent

________________________________________________________________________

Date

FOR OFFICE USE ONLY:

PERMIT PERIOD: Issued: __________________________________________________________________
Expires: __________________________________________________________________

Minimum Payment (By-law #XXXX-16 as Amended to Date): $ 425.00

APPLICATION APPROVED:

CAO: __________________________________________
Date: __________________________________________

INSPECTED AND APPROVED:

Inspector: _______________________________________
Date: _________________________________________