

2023 CITY OF WATERLOO PATIO APPLICATION FORM

This application form operates in conjunction with the City of Waterloo Uptown Sidewalk Patio Guidelines. Please consult the Uptown Sidewalk Patio Guidelines for more detailed information on performance standards for sidewalk patios.

1. SIDEWALK PATIO APPLICANT INFORMATION

Legal Name of Business: _____

NOTE: please include full legal name of owner, as well as operating name of business

Location of Business: _____

Mailing Address of Business: _____

Contact Name: _____

Phone: _____ Cell: _____ Email: _____

Property Owner Information (if different than applicant):

Name of Property Owner: _____

NOTE: please include full legal name of property owner

Property Owner Mailing Address: _____

Property Owner Authorization

I/we, _____, owner of the lands that are subject to this application, hereby authorize _____ to act on my / our behalf in regard to this application.

Signature of Owner(s): _____ Date: _____

***It is required that any person(s) signing this Application form on behalf of companies / corporations have the necessary authority to bind those corporation(s). Where more than one**

person is required to sign on behalf of a corporation those persons must be listed above and must sign this application.

2. PATIO INFORMATION

- Road Designation City Street:
 Regional Road:
- Uses Licensed Patio:
 Dining (serviced):
 Patron Seating:
- Location Façade Patio:
 Curb Side Patio:
 Both:
- Number of seats (chairs): _____
- Anticipated Installation Date: _____
- Proposed Patio Removal Date: _____

The proposed dates must be between April 1 and October 31 and are subject to weather conditions.

3. PATIO DESIGN INFORMATION

A patio plan is required showing the location of the proposed patio. Please provide a sketch or CAD drawing of your proposed patio layout including the following information and dimensions.

Patio Area*
Location of the patio on the sidewalk and building
Fence location and entrance
Entrance to building/restaurant
Location of all furniture (chairs and tables)
Location of all fencing and access points
Location of umbrella(s)
Location of any planters
Number of seats / chairs
Number of tables

Patio Area*
Overall size (area) of patio
Curb Line and Street Furnishing Zone
Minimum Clear Path of Travel

*All dimensions are to be metric.

Other Information*
Building information including façade length, building entrance (door location), Siamese connections, exits from building and location of washrooms if applicable.
Location of existing street trees and grates.
Street furnishing zone and any street furniture such as fire hydrants, light / utility poles, benches, bike racks, waste receptacles.
Bus shelters
Manholes / catch basins, utility valves.

*All dimensions are to be metric.

4. PATIO OCCUPANCY (OCCUPIED LOAD) INFORMATION

If the Applicant is proposing a licensed patio, the following information is required, including a discussion with City of Waterloo Building Standards, and will be subject to the Alcohol and Gaming Commission Application for Outdoor Space License and related Ontario Fire Code requirements.

- AGCO Approval Received Yes:
 No:
 Under Review:
- Number of proposed Patio tables: _____
- Number of proposed Patio seats: _____
- Current Occupant Load (if known):

Total unisex toilets: _____ Total female toilets: _____
 Total male urinals: _____ Total male toilets: _____

5. APPLICATION DECLARATION AND CONDITIONS

I 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 Waterloo Uptown Sidewalk Patio Guidelines](#). I have read and understand the information provided and agree to abide by the conditions and provisions listed in this application form and the City's Patio Encroachment / Licensing Agreement, including insurance requirements as determined by the City. I further understand this is an application process and that an application for a patio does not guarantee approval or that installation is feasible. In addition, I understand that the patio encroachment / license conditions may be subject to change by the City. If the patio is located on a Regional roadway, the patio may be subject to a "Master Agreement" between the Regional Municipality of Waterloo and the City of Waterloo.

Sidewalk Patio Application Conditions:

- 1) **The Applicant:** The patio application must be in the name of the legal owner of the business, and signed by the authorized representative(s) of the business.
- 2) **Patio Application Submission:** A complete patio application form must be submitted to the City of Waterloo Economic Development Division for review and processing. The patio applicant is required to enter into a patio encroachment / licensing agreement prepared by the City of Waterloo and must have authorization from the property owner.
- 3) **Cost:** The patio applicant is responsible for the cost to install, maintain and to remove the patio area.
- 4) **Duration:** All patios shall be regulated on a seasonal basis during the period commencing April 1 to October 31 or as set out in the patio encroachment / licensing agreement subject to weather conditions.
- 5) **Installation:** In all cases, the patio applicant is responsible to maintain the patio installation in a safe condition and to ensure patio furniture and fencing does not damage public property.
- 6) **Maintenance:** The patio applicant is responsible to maintain the patio area in original site condition and will be required to remove all furniture and equipment following the patio season deadline.
- 7) **Responsibility:** The patio applicant is responsible to maintain the patio fencing and layout in accordance with the approved patio plan.
- 8) **Insurance:** The patio applicant must provide an insurance certificate showing proof of liability insurance in the minimum amount of \$2,000,000 for an unlicensed patio and \$4,000,000 for a licensed patio naming "The Corporation of the City of Waterloo (and "The Regional Municipality of Waterloo" if located on a Regional Road) as

- additional insured with respect to the encroachment. Insurance requirements may be changed from time to time as determined by the City.
- 9) Fees: The patio application form is subject to the applicable fees established in the City of Waterloo Fees By-Law.
 - 10) Patio Encroachment / Licensing Agreement: The property owner is required to enter into a patio encroachment / licensing agreement with The Corporation of The City of Waterloo. This agreement shall establish the performance standards for a sidewalk patio and may be subject to Regional approval if the patio is located on a Regional Road and to a Master Licensing Agreement between the City and Region. The City of Waterloo reserves the right to terminate the encroachment / licensing agreement at any time.
 - 11) Applicable Legislation: It is the responsibility of the Applicant to ensure that the patio operation is in compliance at all times with all applicable legislation, including but not limited to any Orders and public health recommendations relating to COVID-19.
 - 12) Inspection: The patio area may be subject to inspection and the City of Waterloo has the ability to relocate or remove the patio fencing and furniture as outlined in the patio encroachment / licensing agreement.

Signature of applicant: _____ Date: _____

Name: (print): _____

I/we have the authority to bind the applicant.

6. NEXT STEPS

- 1) Consult the Alcohol and Gaming Commission of Ontario for Licensed Patio criteria.
- 2) Consult City of Waterloo Building Standards. The Building Standards Division may require a building permit.
- 3) Please return complete application form to:
City of Waterloo
100 Regina Street South
Economic Development Division, 3rd Floor
Attn: Joseph Segato

- 4) **Staff will review the Patio Application and Proposed Patio Design.** If there are any concerns, City staff will contact you. We will also notify you once your application has been approved or declined. If approved, you will receive a patio encroachment / Licensing Agreement to review sign and return to the City.
- 5) **Sign your encroachment / licensing agreement.** If you are in agreement with the patio encroachment / licensing agreement, please sign the agreement and return it to the Economic Development Division.
- 6) **Please wait until we contact you.** The patio applicant will be contacted when all approvals have been completed to let you know when you can officially start to install and operate your patio.