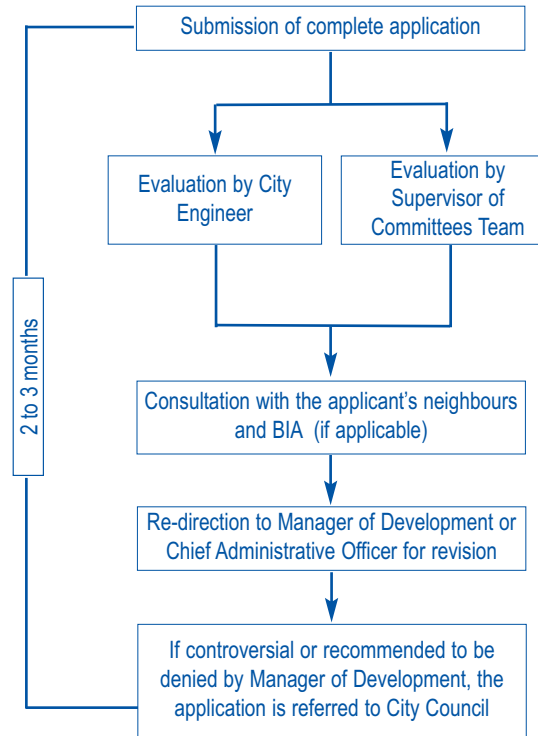


Sidewalk Cafe Process Chart



For general City of Windsor information,
telephone 311

For specific inquiries:
*The Corporation of
The City of Windsor*
Building & Development Department
350 City Hall Square West
City Hall, 4th floor
Windsor, ON N9A 6S1

Tel: (519) 255 6267
Fax: (519) 255 6680

Email:
buildingdept@city.windsor.on.ca

Web site:
www.citywindsor.ca

Sidewalk Cafe

Building & Development
Department

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The Corporation of
The City of Windsor



Sidewalk Café

A sidewalk café is an outdoor seating area located within a public right-of-way pursuant to a valid licence agreement. It functions as a seasonal extension of the restaurant. In order to operate a sidewalk café, one must obtain a valid licence agreement.

Application

Application forms for sidewalk café privileges are available in the Building & Development Department on the 4th floor, City Hall or on the City's Web site www.citywindsor.ca

Along with the application, you should submit a copy of your deed, which provides accurate information of property ownerships.

Application Processing

A sidewalk café application goes through the following steps:

1. Submit a complete application to the Building & Development Department along with the required administrative fee and refundable surcharge deposit.
2. The Engineering & Corporate Projects Division circulates the application to obtain comment from all relevant municipal departments and other organizations. For information purposes, each application will also be circulated to the Windsor Accessibility Advisory Committee and owners of residential properties within 250 feet of the proposed café.
3. Comments and concerns are collected by the Engineering & Corporate Projects Division, which submits a report to the Chief Building Official. If there is no opposition, then the report and a recommendation are forwarded to the Chief Administrative Officer for approval. If there is opposition or concern, then the report proceeds to City Council for consideration.
4. If the application is rejected, then a notification is sent to the applicant.

5. If the application is accepted, then the applicant must enter into a licence agreement with the City of Windsor and must pay an additional legal fee. If the application is for a "year-round" facility or has an awning, then the applicant must also enter into an encroachment agreement.

6. The applicant is responsible for obtaining a Street Opening Permit, available at the Engineering & Corporate Projects Division (3rd floor, 350 City Hall Square West). The applicant is asked to pay for the permit and provide an indemnity deposit.

7. Once the applicant has obtained a Street Opening Permit, paid all the required fees and submitted a Certificate of Insurance satisfactory to the Risk Management Coordinator, a Sidewalk Café Agreement will be issued.

Please allow two to three months for processing the application.

As a condition of approval to use the public right-of-way, the owner/tenant must enter a legal and binding encroachment license agreement. The owner/operator of the business will receive an invoice for a fee based on the square footage of the right-of-way being used. The price per square foot is approved by City Council annually and is determined for each area of the city, i.e. the Downtown Windsor Business Improvement Area, other business improvement areas, or non-beautified areas.

For more information about Sidewalk Cafes, search "Sidewalk Cafe Handbook" on the City's website www.citywindsor.ca

Fees

For information about fees and charges, please visit the City of Windsor Web site www.citywindsor.ca - search "Property Applications." Fees are also noted in the application form. The legal fee is a requirement of a development agreement. The fee is refundable if no agreement is required as a condition of City Council approval.