

SIDEWALK CAFE APPLICATION

APPLICATION TYPE: FIRST TIME CAFÉ PERMIT RENEWAL (NO CHANGES) PERMIT RENEWAL (MODIFIED DESIGN)

Restaurant/Cafe Name:	_____		
RESTAURANT/CAFE ADDRESS:	_____		
Legal Name (as shown on Articles of Incorporation)	_____		
Email Address:	_____		
Name of Applicant:	_____	Phone:	_____
Mailing Address:	_____	Postal Code:	_____

INCLUDED WITH SUBMISSION (APPLICATION WILL NOT BE ACCEPTED IF THESE ITEMS ARE NOT PROVIDED)	
1.	<input type="checkbox"/> New Drawing Provided OR <input type="checkbox"/> Updated Drawing Layout Provided OR <input type="checkbox"/> Same Layout as the Previous Year
2.	<input type="checkbox"/> Certificate of Insurance (reference Certificate of Insurance requirements found on website):
3.	<input type="checkbox"/> A tent is proposed & all information required within the Cafe Guidelines are provided OR <input type="checkbox"/> Tents are NOT proposed
4.	<input type="checkbox"/> Lighting is proposed & all information required within the Cafe Guidelines are provided OR <input type="checkbox"/> Lighting is NOT proposed
5.	<input type="checkbox"/> Cafe Checklist (Parklet & Curbside Cafes ONLY)

<input type="checkbox"/> STANDARD SIDEWALK CAFE		SERVING LIQUOR <input type="checkbox"/> Yes <input type="checkbox"/> No
CAFE DURATION: <input type="checkbox"/> 3 Season - March 1 st to November 30 th	HEATING DEVICE: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Year Round (1 heater per 10 person capacity is required)	Fuel Type:	Number of Heaters:
RAILING OPTION (SELECT ONE):		
<input type="checkbox"/> No Railings (if serving alcohol, the area must be clearly defined as per AGCO requirements)		
<input type="checkbox"/> Pre-Approved Railings	Option: <input type="checkbox"/> 1a <input type="checkbox"/> 1b <input type="checkbox"/> 1c <input type="checkbox"/> 2a <input type="checkbox"/> 2b <input type="checkbox"/> 2c	
<input type="checkbox"/> Non-Standard Railings	Railing Height (36" MIN-40" MAX):	Railing Colour: Drawing Provided <input type="checkbox"/>

<input type="checkbox"/> PARKLET CAFE (APRIL 1 ST TO NOVEMBER 15 TH)		SERVING LIQUOR <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> 42" Railing Height: Material: <input type="checkbox"/> Galvanized HSS Steel <input type="checkbox"/> Wood	HEATING DEVICE: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Catchbasin/Manhole/Utility Vault located within Proposed Location (**Access Panel Required**)	Fuel Type:	Number of Heaters:

<input type="checkbox"/> CURBSIDE CAFE DETOURED WALKWAY (APRIL 1 ST TO NOVEMBER 15 TH)		SERVING LIQUOR <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> 42" Railing Height: Material: <input type="checkbox"/> Galvanized HSS Steel <input type="checkbox"/> Wood	HEATING DEVICE: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Catchbasin/Manhole/Utility Vault located within Proposed Location (**Access Panel Required**)	Fuel Type:	Number of Heaters:

I / We acknowledge that the information requested on this form is collected under the authority of *The Municipal Act, R.S.O. 2001* as amended. The information is required in order to process the application to administrative staff for review. The name and business address of the applicant and/or authorized agent is public information. The address of the property, which is the subject of the application, is also public information. Any other personal information will only be used for internal purposes.

Questions about the collection of information can be made to the Freedom of Information Co-ordinator, Council and Customer Services, PO 1607, 350 City Hall Square West, Windsor, ON N9A 6S1, 519-255-6285.

I / We acknowledge receiving a copy of the sidewalk cafe general conditions appended to this form as Schedule 'A', have read and agree to adhere to the same.

I / WE ACKNOWLEDGE THAT NON-COMPLIANCE WITH ANY GENERAL CONDITIONS, BY-LAW 25-2010, THE REQUIREMENTS OF THE SIDEWALK CAFÉ HANDBOOK, THE ALLOWABLE LIMITS OF THE SIDEWALK CAFÉ AS SHOWN ON THE DRAWING FROM THE ENGINEERING DEPARTMENT AND / OR ANY SPECIAL CONDITIONS AS SET OUT ON THE PERMIT, OR ANY MISREPRESENTATIONS RELATING TO THIS APPLICATION, MAY RESULT IN THE PERMIT BEING REVOKED.

APPLICANT'S SIGNATURE : _____ **Date:** _____

TITLE: _____

* If the applicant is a Corporation, I have the authority to bind the Corporation.

FOR INQUIRIES REGARDING YOUR APPLICATION, PLEASE CONTACT:

RIGHT-OF-WAY DEPARTMENT
Telephone: 519-255-6257, EX. 6483 or 6359
Email: engineeringdept@citywindsor.ca

PARKLET & CURBSIDE CAFE CHECKLIST

DO I QUALIFY FOR A PARKLET OR CURBSIDE CAFE?

ENSURE ALL ITEMS ARE CHECKED IN ORDER TO PROCEED TO THE APPLICATION CHECKLIST:

- On street parking space available fronting the subject business, (cannot be an accessible or commercial loading parking space)
- Proposed Parklet/Curbside Cafe fronts a street with a posted operating speed of less than 50km/h
- MINIMUM clearances can be provided from:
 1. Fire hydrants – 5.0m (16'-5")
 2. Fire connections (if applicable) – 0.5m (1'-8")
 3. Driveways and alleys – 1.8m (6'-0")
- Applicant holds a valid Business License for the subject address
- An established Fire Route cannot be blocked or altered as a result of the application

ADDITIONAL REVIEW WILL BE REQUIRED BY ADMINISTRATION FOR CAFES LOCATED ADJACENT TO AN INTERSECTION IN ORDER TO DETERMINE ELIGIBILITY

APPLICATION CHECKLIST

ENSURE ALL ITEMS ARE PROVIDED IN ORDER TO HAVE APPLICATION PROCESSED

- Complete application form:
<https://citywindsor.ca/residents/Property/Sidewalk-Cafe/Documents/Sidewalk%20Cafe%20Application.pdf>
- Certificate of Insurance for \$2 Million and satisfactory to the Sidewalk Cafe Handbook
- Three (3) photos of the proposed location: one face on and the others from each side of the sidewalk
- Drawings of the parklet or detoured walkway including a plan view and elevations (reference the Construction Requirements for example drawings with dimensions)
- Traffic Control Plan (required for the construction and removal of Parklets and Detoured Walkways)

TENT INFORMATION (SELECT ONE)

- A tent is **NOT** proposed
- A tent is proposed and indicated on drawings, including dimensions, material type, offset dimensions from any building/structure and conforms to the Tent Requirements set out in the Cafe Guidelines Document

LIGHTING INFORMATION (SELECT ONE)

- Lighting is **NOT** proposed
- Lighting is proposed and a lighting plan, complete with product information sheets has been provided, conforming to the Lighting Requirements set out in the Cafe Guidelines Document

SIDEWALK, PARKLET & CURBSIDE CAFE GUIDELINES

GENERAL CAFE REQUIREMENTS

1. Cafe Seasons
 - a. Parklet & Curbside (detoured walkway) Cafe season – April 1st to November 15th
 - b. Standard Sidewalk Cafes
 - i. 3 Season Sidewalk Cafe – March 1st to November 30th
 - ii. Year Round – January 1st to December 31st (1 heater per 10 person capacity is required)
2. Certificate of Insurance is required, satisfactory to the Risk Management Division within the Legal Department
3. Applicant must hold a valid Business License for the subject address
4. Unobstructed emergency response access must be maintained at all times
5. Cafe layouts must accommodate wheelchairs, must not impede wheelchair access to the related building or to neighbouring buildings or businesses and must comply with the Accessibility for Ontarians with Disabilities Act (AODA)
6. Cafes shall not impede on sightlines to vehicular traffic and neighbouring properties
7. Businesses may serve liquor within all cafe types if they hold a valid liquor license

FIRE REQUIREMENTS

1. Patio heaters are permitted as per the Sidewalk Cafe Handbook
2. Propane cylinders cannot be stored indoors and must be in a locked cage outdoors, 1.5m from any building opening
3. No open flames permitted on Parklets or Curbside Cafes
4. Heaters (if propane or natural gas fueled) cannot be in a tent with closed sides
5. Fire safety plans are to be reflective and apply to the outdoor space

LIGHTING REQUIREMENTS

1. A lighting plan must be submitted and approved by Administration, complete with product information sheets if any temporary lighting is desired
2. Temporary fixtures shall not be mounted within the right-of-way or road
3. No power cables across pedestrian walkways
4. Must avoid casting glare onto adjacent roadway and properties
5. May not be affixed to City owned infrastructure

TENT REQUIREMENTS

1. Included in the application package, a drawing shall be provided outlining the tent dimensions (overall L x W x H), height of opening, material type and offset dimensions from any building or structure.
2. Site reviewed and approved by Administration, Fire & the Windsor Essex County Health Unit prior to placement
3. Tents and coverings must meet Fire NFPA certification 701 or 705 material rated for commercial use, shall not block the primary entrance or impede exiting and shall adhere to the Fire Requirements set out in this document
4. Outdoor dining areas at establishments must comply with the Regulations under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020, any other relevant legislations, as well as Public Health Directives issued by the local Medical Officer of Health.
5. A sightline review will be conducted as required, confirming that sightlines to vehicular traffic and neighbouring properties will not be compromised
6. Installation of tents within the right-of-way shall adhere to Part 3, 3.14 of the Ontario Building Code - Tents and Air Supported Structures, which may require a professional design or design by a professional engineer, depending on the proposed size and intended use.

DRAWING REQUIREMENTS (SEE SAMPLE DRAWINGS BELOW)

1. Provide the following information within the drawing:
 - a. All Cafes (Standard, Parklet & Curbside):
 - i. Plan view of Cafe outlining the overall dimensions (length and width)
 - ii. Dimensions from back of curb to building
 - iii. Clearance dimensions from any vertical object
 - iv. Exits and door openings on patio and building (cafe openings must be between 5'-0" - 6'-6")
 - v. If a tent or lighting is proposed, include all supporting information required under the tent and lighting sections of this document
 - b. **Additional** Parklet & Curbside Cafe Drawing Requirements:
 - vi. Three (3) photos of the proposed location: one face on, and the others from each side of the sidewalk
 - vii. Elevations (front and side) with dimensions
 - viii. Dimension from edge of Parklet Cafe/Detoured Walkway to driving lane - 0.3m (1'-0") Typ.
 - ix. Confirm clearance from fire hydrants (16'-4" Min.), fire connections (1'-8" Min.) & driveways/alleys (6'-0" Min.)
 - x. Barrier locations and proposed type (ie. bumper block, large planter box, jersey barrier, etc)
 - xi. Object marker sign shown on the elevation drawing, at the top outer edge of the patio facing oncoming traffic
 - xii. Directional signage to be included on Curbside Cafes, leading pedestrians to the detoured walkway

PARKLET & CURBSIDE CAFE CONSTRUCTION REQUIREMENTS

GENERAL:

1. If a detoured walkway is built through a parking lane (on a roadway) to accommodate a sidewalk patio, the detoured sidewalk must be the entire width of the parking stall and meet the minimum unobstructed 1.8m (6'-0") walkway clearance for pedestrians
2. Parklet and curbside cafes shall not block any stormwater drainage or flow of water on the street, with a drainage channel designed to allow for maintenance and clearing of debris in the gutter
3. Retro-reflective marking tape is required along curb lines adjacent to the platform
4. The applicant is responsible for maintaining the perimeter and underside of the patio free from any garbage or debris for the duration of the permit
5. Parklet and curbside cafes shall not block or impede on litterbins and waste collection
6. A Traffic Plan in accordance with OTM Book 7 shall be required for the setup and takedown of any structures or materials within the parking stall (barricades, barrels, pylons, signs, erection, monitoring and removal is the sole responsibility of the BIA/business owner)
7. Object marker signs (Wa-33L or Wa-33R) are required in accordance with OTM Book 6 and shall be outlined on the drawing and affixed to the outside corner of the patio facing oncoming traffic

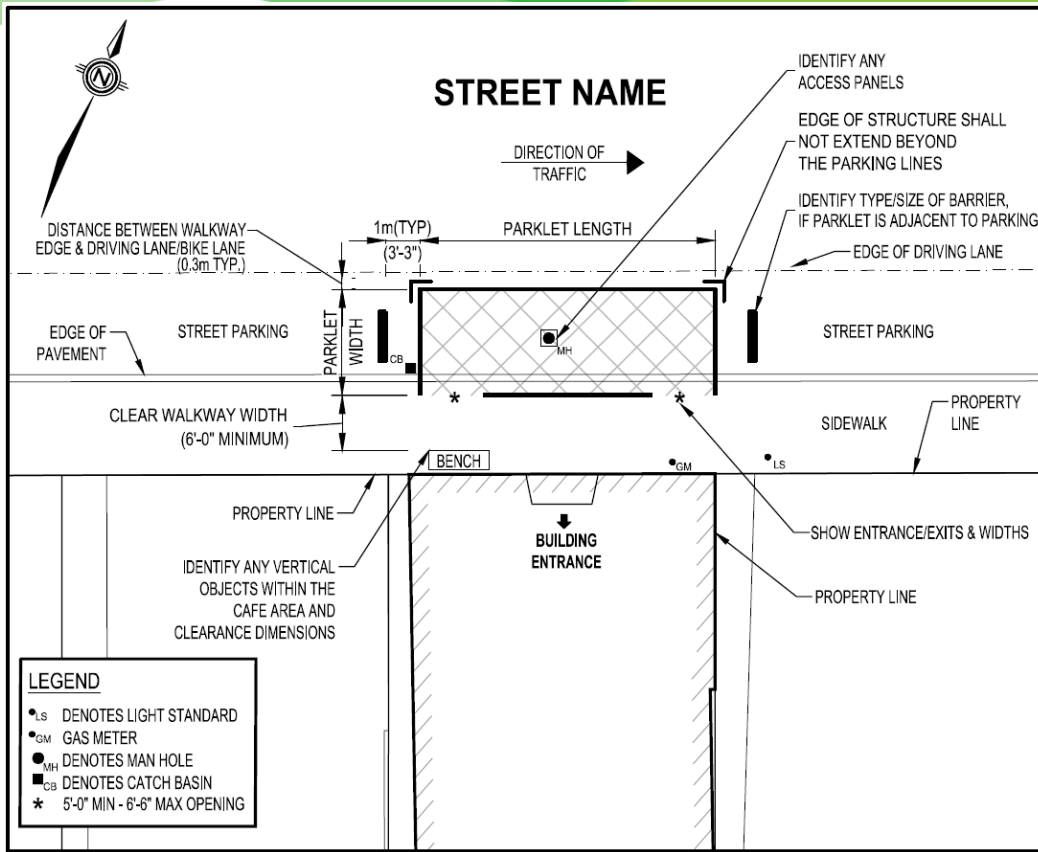
PLATFORM:

8. Patio Dimensions:
 - Length - No more than 12m (39'-4") continuous along any street block
 - 1m buffers on either end (bumper blocks may be required for patron safety and will be determined through the permit process)
 - Width - Platform should maximize the width of the parking stall, maintaining 0.3m to 0.6m (1'-0" to 2'-0") buffer between the outer edge of patio and edge of adjacent travel lane, depending on the speed and volume of the adjacent street
9. Platform must be level with the sidewalk with a maximum cross slope of 2%, maximum running slope of 4% and a horizontal or vertical separation no greater than ½ inch
10. Structure must be free standing and not fastened to the road, sidewalk or boulevard
11. Vertical separation from any object shall be 2.1m (6'-11") and elements (i.e. umbrellas) within the patio shall maintain 0.6m clearance from any limits of the patio enclosure
12. Access panels to be installed over any catch basins, manholes and utility access panels

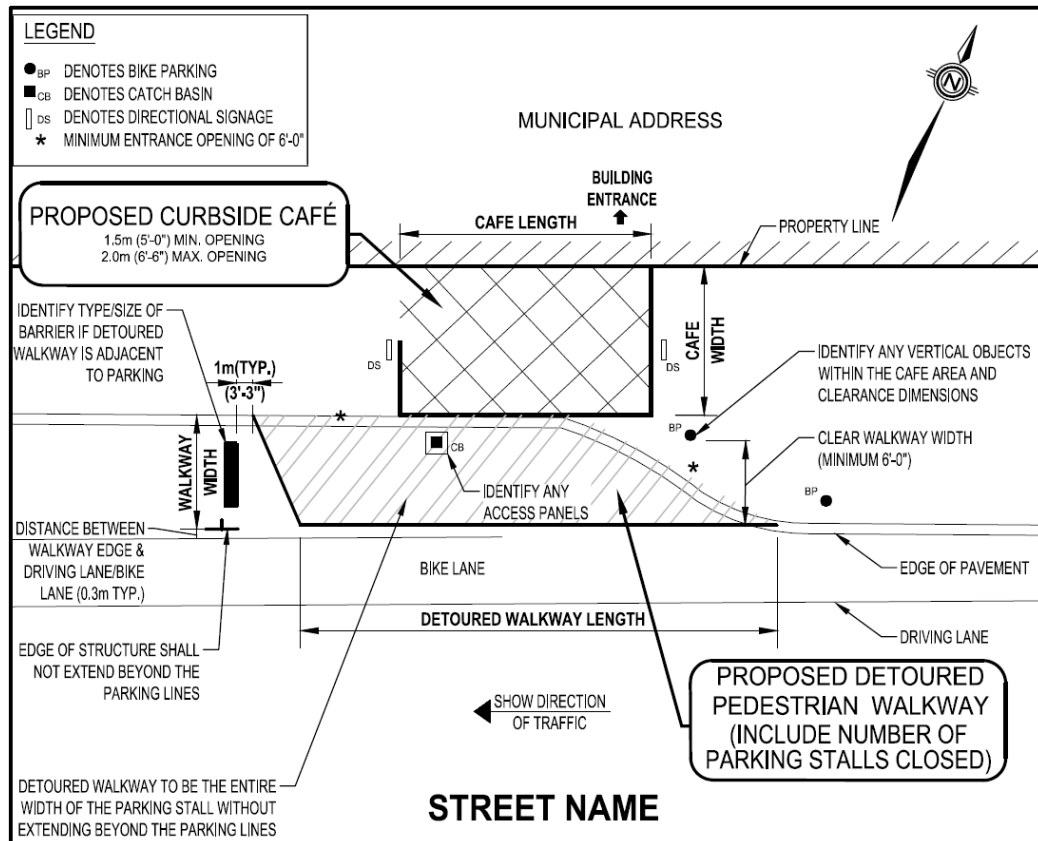
RAILINGS:

13. Railings shall conform to the requirements of the Sidewalk Cafe Handbook with the following exceptions:
 - a. Railing height shall be 42" from the base of the patio
 - b. In addition to Galvanized HSS steel, wood railings are also permitted

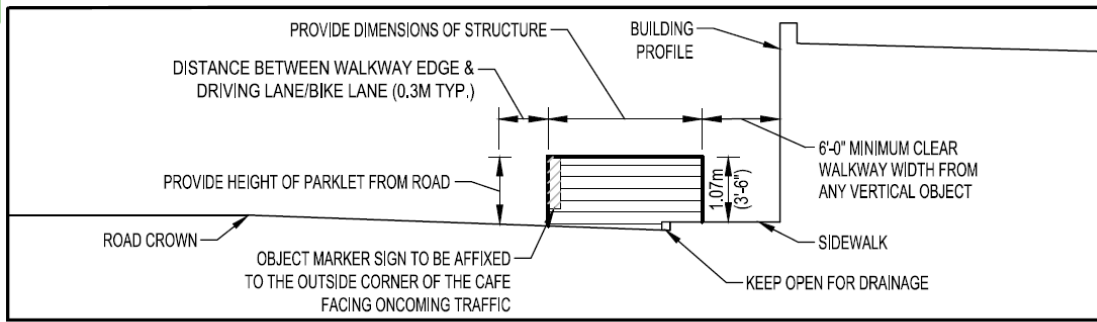
PARKLET CAFE SAMPLE DRAWING & REQUIREMENTS



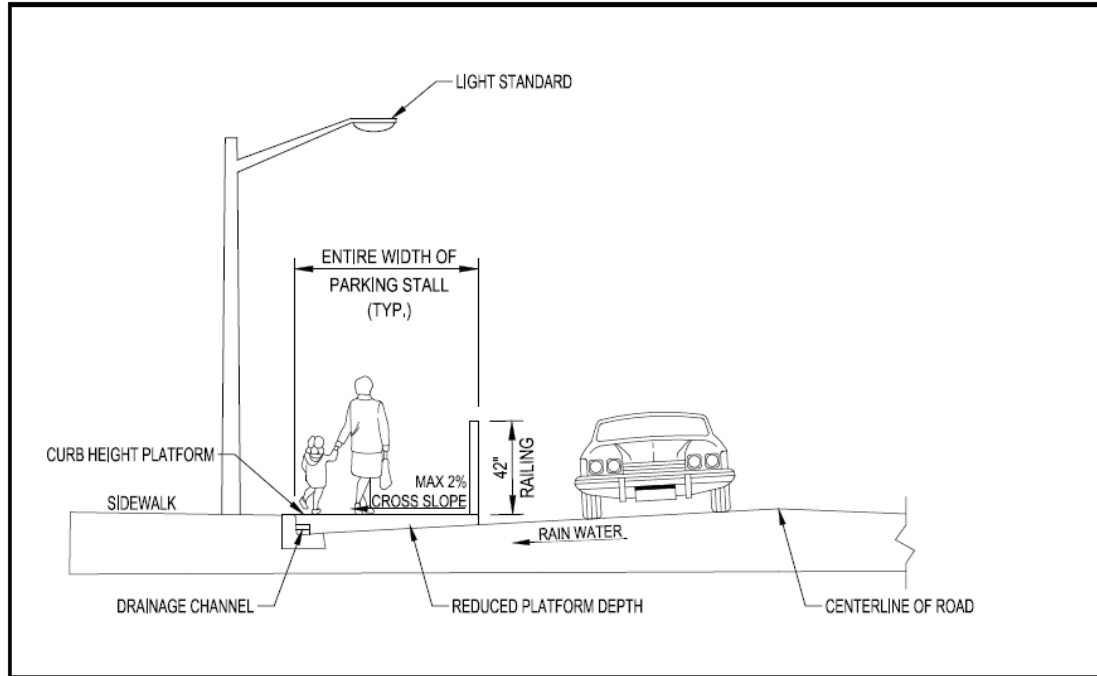
CURBSIDE CAFE SAMPLE DRAWING & REQUIREMENTS



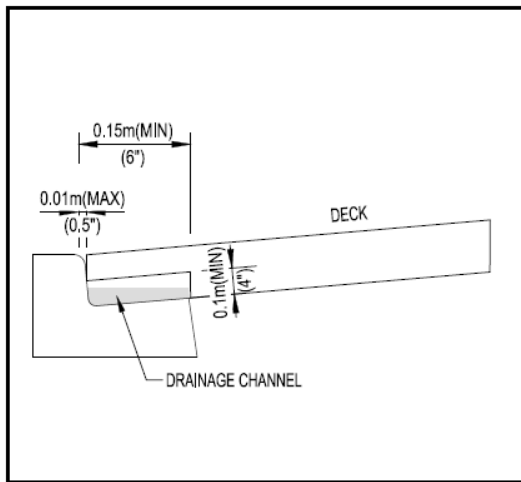
PARKLET & CURBSIDE CAFE DETAILS



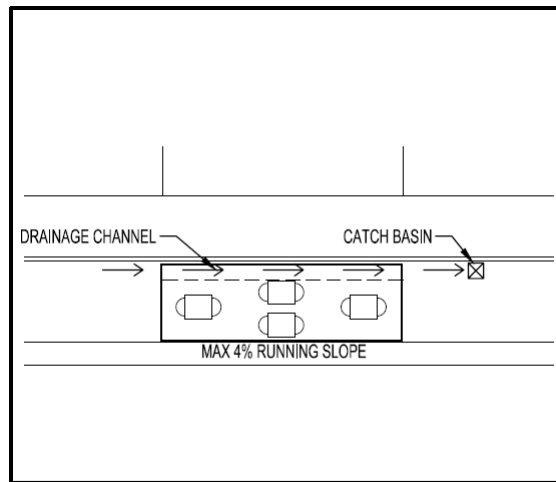
SIDE ELEVATION N.T.S.



CROSS-SECTION N.T.S.



CURB DETAIL N.T.S.



PLAN N.T.S.



**THE CORPORATION OF THE CITY OF WINDSOR
STANDARD CERTIFICATE OF INSURANCE**

**This form must be completed and signed by your insurer or insurance broker.
Proof of insurance will be accepted on this form only, with no amendments.**

Named Insured (Legal Name): 123456 Ontario Limited o/a ABC Company	Insured must be Legal Name as found in the Articles of Incorporation or Business Licence	Fax no. 519-555-5678
Named Insured's mailing address: 123 Main Street, Windsor, ON A1A 1A1		

City of Windsor Contract/File/Tender/Permit No. <input type="checkbox"/>	Location & Description of Work / Activity to which this Certificate applies:
Sidewalk Café	Located at 12 Main Street, Windsor ON Coverage included use of portable heater(s) at the Sidewalk Café

Must include "Sidewalk Cafe"

Must list address of sidewalk cafe. Must also include coverage for heaters (if any)

COVERAGES

This is to certify that the policies of insurance listed below have been issued by the Insurance Company(ies) indicated.

Type of Insurance	Insurance Company	Policy Number	Effective Date (mm/dd/yyyy)	Expiry Date (mm/dd/yyyy)	Limits of Liability
General Liability Must be occurrence based and must include personal injury, bodily injury, property damage, contractual liability, non-owned auto liability, products and/or completed operations, employer's liability, and must include a cross liability clause. <input type="checkbox"/> Umbrella <input type="checkbox"/> Excess <input type="checkbox"/> Builder's Risk <input type="checkbox"/> Installation Floater <input type="checkbox"/> Wrap-up Insurance <input type="checkbox"/> Environmental <input type="checkbox"/> Contractors Equipment Insurance <input type="checkbox"/> Boiler & Machinery <input type="checkbox"/> Professional Liability / Errors and Omissions	XYZ Insurance Company	CGL000000111	01/01/20XX	01/01/20XX	\$2,000,000.00
Must be occurrence based and have cross liability coverage					
Could be higher if portable heater is used					
Proof of Liquor Liability coverage required if licensed establishment					
<input checked="" type="checkbox"/> Liquor Liability <input type="checkbox"/> Property/Homeowner <input type="checkbox"/> Tenant's Legal Liability	XYZ Insurance Company	CGL000000111	01/01/20XX	01/01/20XX	\$2,000,000.00
"The Corporation of the City of Windsor" must be listed as additional insured					

ADDITIONAL INSURED	Legal Name of Other Additional Insured
<input checked="" type="checkbox"/> THE CORPORATION OF THE CITY OF WINDSOR <input type="checkbox"/> YOUR QUICK GATEWAY (WINDSOR) INC. <input type="checkbox"/> WINDSOR POLICE SERVICES BOARD <input type="checkbox"/> ROSELAND GOLF & CURLING CLUB LIMITED <input type="checkbox"/> THE WINDSOR PUBLIC LIBRARY BOARD	

has/have been added as an additional Insured with respect to their interest in the operations of the Named Insured.

CANCELLATION

Should any of the above described policies be cancelled or changed before the expiration date thereof, the insurer will provide thirty (30) days written notice to:

The Corporation of the City of Windsor
 Attention: Risk Management
 403-400 City Hall Square East
 Windsor, ON N9A 7K6
 Fax: (519) 255-9891
 email: coi@citywindsor.ca

Must include address of certificate holder/additional insured

Must include 30 day notice of cancellation

CERTIFICATE AUTHORIZATION

This certificate is executed and issued by the following:		
Name of insurance company or broker John Doe Insurance Company	Email Address jdoe@insurance.ca	Telephone no. 519-555-9876
Address: 567 Oak Street, Windsor, ON Z9Z 9Z9		Fax no: 519-555-5432
Authorized Representative (please print): Tom Smith	Signature of authorized representative:	Date (mm,dd,yyyy): 01/01/20xx

Requires signature of insurance company or broker authorized representative



**THE CORPORATION OF THE CITY OF WINDSOR
STANDARD CERTIFICATE OF INSURANCE**

**This form must be completed and signed by your insurer or insurance broker.
Proof of insurance will be accepted on this form only, with no amendments.**

Named Insured (Legal Name):	Telephone no.	Fax no.
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Named Insured's mailing address:

City of Windsor Contract/File/Tender/Permit No.	Location & Description of Work / Activity to which this Certificate applies:
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COVERAGES

This is to certify that the policies of insurance listed below have been issued by the Insurance Company(ies) listed below, to the Named Insured above, for the policy period indicated.

Type of Insurance	Insurance Company	Policy Number	Effective Date (mm/dd/yyyy)	Expiry Date (mm/dd/yyyy)	Limits of Liability
General Liability Must be occurrence based and must include personal injury, bodily injury, property damage, contractual liability, non-owned auto liability, products and/or completed operations, employer's liability, and must include a cross liability clause.					
<input type="checkbox"/> Umbrella					
<input type="checkbox"/> Excess					
<input type="checkbox"/> Builder's Risk <input type="checkbox"/> Installation Floater <input type="checkbox"/> Wrap-up Insurance					
<input type="checkbox"/> Environmental					
<input type="checkbox"/> Contractors Equipment Insurance					
<input type="checkbox"/> Boiler & Machinery					
<input type="checkbox"/> Professional Liability / Errors and Omissions					
<input type="checkbox"/> Liquor Liability					
<input type="checkbox"/> Property/Homeowner					
<input type="checkbox"/> Tenant's Legal Liability					
Automobile Liability Must cover all vehicles owned, or operated by, or on behalf of the Insured.					

ADDITIONAL INSURED	Legal Name of Other Additional Insured
<input checked="" type="checkbox"/> THE CORPORATION OF THE CITY OF WINDSOR <input type="checkbox"/> YOUR QUICK GATEWAY (WINDSOR) INC. <input type="checkbox"/> WINDSOR POLICE SERVICES BOARD <input type="checkbox"/> ROSELAND GOLF & CURLING CLUB LIMITED <input type="checkbox"/> THE WINDSOR PUBLIC LIBRARY BOARD	

has/have been added as an additional Insured with respect to their interest in the operations of the Named Insured.

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The Corporation of the City of Windsor
Attention: Risk Management
403-400 City Hall Square East
Windsor, ON N9A 7K6
 Fax: (519) 255-9891
 email: coi@citywindsor.ca

CERTIFICATE AUTHORIZATION

This certificate is executed and issued to The Corporation of the City of Windsor on the date written below.

Name of insurance company or broker completing form:	Email Address	Telephone no:
Address:		Fax no:
Authorized Representative (please print):	Signature of authorized representative:	Date (mm,dd,yyyy):