

# SIDEWALK PATIO APPLICATION FORM



## APPLICANT INFORMATION:

Applicant: \_\_\_\_\_ Business: \_\_\_\_\_  
Address of the Business: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## PROPERTY OWNER INFORMATION:

Same as above  
Owner: \_\_\_\_\_ Address of Property: \_\_\_\_\_  
Mailing Address/Postal Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## DESCRIPTION OF SIDEWALK PATIO:

A detailed Site Plan must be attached, including proposed location, placement, dimensions, and style of:

- Tables
- Chairs
- Fencing (as applicable)
- Other accessories

The Site Plan shall also include details regarding the location of existing

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Awnings       | <input type="checkbox"/> Shelters              | <input type="checkbox"/> Utility Holes/Catch Basins  |
| <input type="checkbox"/> Utility Poles | <input type="checkbox"/> Bike Racks            | <input type="checkbox"/> Any additional physical, utility or drainage features within 6 metres (19.7 feet) of the proposed Sidewalk Patio/Café |
| <input type="checkbox"/> Trees         | <input type="checkbox"/> Benches               |  |
| <input type="checkbox"/> Planters      | <input type="checkbox"/> Refuse Containers     |  |
| <input type="checkbox"/> Hydrants      | <input type="checkbox"/> Traffic Signs/Signals |  |

## FOR SIDEWALK PATIO APPLICATIONS:

Upon application, the Applicant shall pay the Municipality:

- \$250.00 – (“Administrative Fee”) – For preparation of the Encroachment Agreement

**NOTE:** Prior to the execution of the Encroachment Agreement, the Applicant will also be required to provide a certificate of insurance to the Municipality confirming the Applicant has a policy in the minimum amount of \$5,000,000.00 which names the Corporation of the Municipality of West Perth as an additional insured.

## APPROVAL:

- 1) *Sidewalk Patio* – May be established only after completion of a fully executed Encroachment Agreement between the Municipality and the Applicant.

## SIGNATURE:

I, the undersigned, am the authorized owner/agent to sign the above application and I certify the truth of all the statements or representations contained therein.

I acknowledge that I have received a copy of the Municipality’s Sidewalk Patio Policy and have read and understood the Policy’s provisions.

I acknowledge that in the event permission is granted to me for the installation of a Sidewalk Patio, any non-compliance with specific Policy provisions and/or conditions, plan, specifications, etc. proposed in the above application is prohibited and such could result in my permission being revoked.

I further acknowledge that in the event permission is revoked for any cause or irregularity or non-conformity with the Policy or requirements of the Municipality, there shall be no right of claim whatsoever against the municipal corporation or any official, employee or agent thereof and any such claim is hereby expressly waived.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner (if different than Applicant)

\_\_\_\_\_  
Date

Personal information on this form will be used to determine compliance with the provisions of the Sidewalk Patio Policy and the Municipality’s By-laws. This information may be forwarded to various Municipal Departments and Agencies for comment. Questions about this collection should be directed to the Clerk at [clerk@westperth.com](mailto:clerk@westperth.com).