



## Temporary Patio Extension Application

**Town of Collingwood**  
**Planning Services**

Phone: 705-445-1030

Email: [planning@collingwood.ca](mailto:planning@collingwood.ca)

Office use only:
Reference #:

### PLEASE READ BEFORE COMPLETING APPLICATION

The owner or an employee of a restaurant or bar, with the consent of the property owner, can apply to temporarily extend their patio area on private property for a maximum of 8 months per year. Patio extensions are typically considered between April 1 and October 31 each year.

#### Application Types:

- **New** – First time applicants or applicants who are seeking to adjust the layout of their previously approved patio.
- **Renewal** – Applicants who are seeking to apply again without any changes to their previously approved patio layout.

**The applicant is responsible** for ensuring the accuracy of all submitted materials. A complete Temporary Patio Extension application submission must include:

- This form, completed in full, and including all required signatures (**digital signatures accepted**)
- A legible sketch/site plan/aerial photo of the proposed temporary patio (sketch details can be found in the [Temporary Patio Guidelines](#). The following details must be included in the sketch:
  - number and location of any parking spaces
  - indication if any loading/delivery/parking spaces are to be removed to facilitate the expansion or creation of a temporary outdoor patio (note that accessible parking spaces shall not be temporarily removed)
  - location of all emergency access routes and associated fire connections, where applicable
  - location of all pedestrian walkways/sidewalks and the width of these routes
  - location of existing patio including dimensions and floor area, location of all tables, chairs, and other patio elements (such as fencing and permanent landscaping features)
  - setback dimensions of the patio to the lot lines, sidewalks, vehicle travel lanes, fire hydrants, utility metres, and utility vaults (i.e., transformers, poles, utility boxes, etc.)
  - building location in relation to the proposed temporary patio
- Any other documentation or materials required to support the temporary patio application
- Application fee (as per current [Fees & Service Charges](#))

**Applications are accepted through the Town's Public Portal by registering for an account. To register and/or apply, please [visit the secure Portal](#).**



## 1. Applicant Information:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Street #: \_\_\_\_\_ Street Name: \_\_\_\_\_ Unit #: \_\_\_\_\_

Town/City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

## 2. Type of Application:

Please check one:

New: \_\_\_\_\_ Renewal (no changes from previous season): \_\_\_\_\_

## 3. Details of Application:

Will the patio area be licensed to serve alcohol?      Yes      No      Pending Approval

Have you also applied, or will you apply, for a patio encroaching on Town property  
(e.g. on-street, curbside)?      Yes      No

What is the Gross Floor area (GFA) of the restaurant? \_\_\_\_\_

***(GFA should not include any space used for storage, mechanical rooms, common halls, stairwells, private kitchens, washrooms and garages)***

Is there an existing licensed patio on site?      Yes      No

***If yes:***

What is the area of the existing licensed patio? (e.g. 20 square metres) \_\_\_\_\_

What is the occupancy of the existing licensed patio? (e.g. 16 persons) \_\_\_\_\_



What is the proposed area of the temporary patio extension? (e.g. 20 sq m) \_\_\_\_\_

What is the proposed occupancy of the temporary patio extension? (e.g. 16 persons) \_\_\_\_\_

How many parking spaces are on site? \_\_\_\_\_

Does the proposed temporary patio extension occupy any parking spaces?      Yes      No

**If yes**, how many parking spaces are to be removed to facilitate the patio? \_\_\_\_\_

#### 4. Owner Authorization:

**Is the registered owner(s) the same as the Applicant as shown in Section 1?**

Yes      No

**If No**, please complete the following for one of the registered owners:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Street #: \_\_\_\_\_ Street Name: \_\_\_\_\_ Unit #: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Town/City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**The owner of the property, as shown above, hereby authorizes and appoints the person named in Section 1 of this application to act as agent for the purposes of this application.**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

m/d/yyyy

Print Name: \_\_\_\_\_

**(Where there are multiple owners of the same property, only one authorized signature is required.)**



## 5. Undertaking & Declaration:

**Please read the following statements placing an “x” in the checkbox when in agreement with each statement, then complete the declaration at the bottom :**

I/we represent that I/we have the authority to apply for and maintain a temporary patio as per the location and details indicated in this application.

I/we agree to complete and maintain the temporary patio in accordance with the terms of this Undertaking and the plans (the “Approved Plans”) as approved by the Town of Collingwood (the “Town”) and to the Town’s satisfaction, failing which this Temporary Patio Extension Approval will be immediately revoked.

I/we confirm that the temporary patio shall comply with the Accessibility for Ontarians with Disabilities Act (AODA) at all times. I/we acknowledge that where temporary patios cannot be made accessible, accommodations are to be made upon request. I/we further confirm that the temporary patio will not interfere with any designated accessible parking spaces.

I/we confirm that the temporary patio will not include any amplified sound and will comply with the Town’s [Noise By-law No. 2018-032](#).

I/we confirm that the temporary patio will not contain any permanent structures, including, but not limited to, permanent fencing, awnings, electrical installations, visual screens and fueled fire appliances (i.e. propane heaters, BBQs).

I/we confirm that the installation of a temporary patio will not alter or change any grades or remove or damage any landscaping areas/planting strips on the subject property.

I/we confirm that the temporary patio will not be located within or contravene any easements, restrictive covenants, or mutual rights-of-way.

I/we confirm that the temporary patio will meet the requirements of the Ontario Building Code and the Ontario Fire Code.

I/we confirm that we have reviewed and understood the [Temporary Patio Guidelines](#) document.

I/we hereby irrevocably authorize and consent to the Town of Collingwood, its authorized agents, servants or employees, entering upon the site at any reasonable time to carry out inspections.

Save and except for any actions, causes of action, suits, liens, claims, demands or costs arising out of any fault or neglect of the Town, I/we shall indemnify the Town against all actions, causes of action, suits, liens, claims, demands and costs whatsoever which may arise either directly or indirectly as a result of the establishment of a temporary patio.



I/we confirm that the Temporary Patio Extension shall expire eight months from the date of issuance, unless otherwise extended in writing at the sole discretion of the Town. I/we further acknowledge that should I/we wish to re-establish the patio in the future, additional approvals, permits and fees will be required.

***I/WE HEREBY DECLARE THAT THE INFORMATION PROVIDED ON THIS FORM AND CONTAINED IN DOCUMENTS SUBMITTED IN SUPPORT OF THIS APPLICATION IS TRUE AND CORRECT INsofar AS I/WE HAVE KNOWLEDGE OF THESE FACTS.***

***I/WE FURTHER DECLARE AGREEMENT TO COMPLY WITH ALL FEDERAL AND PROVINCIAL LAWS, AS WELL AS ALL MUNICIPAL BY-LAWS, INCLUDING WITHOUT LIMITATION ANY STATUTE, REGULATION, ORDER, GUIDELINE, POLICY, CODE, ORDINANCE OR RULE, AS WELL AS ANY PRINCIPLE OF COMMON LAW OR EQUITY.***

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
m/d/yyyy

Additional Contacts for this application, including but not limited to, an Engineer, Landscape Architect, Architect, Solicitor, etc. may be [added to the Portal](#) on the Contacts page. Contacts added will each require a registered Portal account in order to view contents of the application online. Questions? Email [planning@collingwood.ca](mailto:planning@collingwood.ca)

Personal information collected by the Town of Collingwood due to an application submission and any information gathered during the processing of the application is collected under the authority of the *Planning Act* as amended, the *Municipal Act* and the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. Personal information collected will form part of the public record and is public information subject to MFIPPA regulations and may be published as part of a Council agenda and/or public consultation processes.

The parties to this application, by the signature in the Declaration contained herein, acknowledge and agree that all required application fees and any costs incurred by the Municipality in the processing of this application shall be borne by the applicant, agent, or owner named in this application.