



THE CORPORATION OF THE TOWN OF COLLINGWOOD Boulevard Encroachment Permit Request Form

The purpose of the **Encroachment Permit By-law** is to provide temporary relief from the Sidewalk Patio and Merchandise Display By-law, providing additional opportunities for physical distancing for the health, safety and well-being of persons, as a direct result of **COVID-19**.

Anyone wishing to use the municipal sidewalk to expand a patio or display merchandise available in a retail store is required to obtain permission from the municipality prior to using the sidewalk for such purposes.

A Permit is valid from the date of issue until March 31, 2022, or until such time as the COVID-19 orders that are currently in place that effect food establishments and retailers have been lifted by the Province and Simcoe Muskoka District Health Unit or this temporary Boulevard Encroachment By-law is repealed by Council, whichever is the earlier date.

Additional conditions will apply to Boulevard Encroachment Permit holders that extend operations into the winter months and will be contained within the approved permit. The Town would not be held responsible for any damages that may result of the operation of a boulevard encroachment or from conducting winter maintenance. The use of portable heaters must meet the TSSA guidelines, and an inspection is required by Fire Services prior to their use.

TO BE COMPLETED BY APPLICANT

Name of Business	
Address of Business	
Applicant Name and Title	
Email	
Phone	
Mailing Address (if different from above)	

What are you wanting the encroachment for?

- Sidewalk Patio
- On-street Patio
- Merchandise Display Area
- Other: _____

If you are requesting a patio, will the patio be licensed to serve alcohol?

- Yes
- No

Are you requesting to extend your encroachment to use a portion of the public sidewalk or on-street parking area in front of a neighbouring business?



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- Yes, I have enclosed a letter of consent from the affected business to use the space
- No, my encroachment will remain directly in front of my business

I confirm the following has been provided in accordance with the Encroachment Permit Request Form guidelines and have included the following items with my request form.

- Site plan sketch, including all of the required information as outlined in the Guideline; AND
- Certificate of Insurance naming the Town of Collingwood as an additional insured; AND
- Reviewed the Release Form to be completed at the time of approval; AND
- I have read and agree to the terms of use set out in the Boulevard Encroachment Permit By-law.

IN THE MATTER of a request for a Boulevard Encroachment Permit, I/We certify that all of the information provided on this form and contained in the documents provided herewith is correct, insofar as I/We have knowledge of these facts;

AND IN THE MATTER of establishing the Boulevard Encroachment, I/We agree to comply with all federal and provincial laws, as well as all municipal by-laws, which includes, without limitation, any statute, regulation, order, guideline, policy, code, ordinance rule, as well as principle of common law or equity.

X

Applicant
Title

Date

Request Forms, including all supporting documents, are to be submitted to Becky Dahl, Clerk Services by email at clerk@collingwood.ca