

THE COROPORATION OF THE TOWN OF COLLINGWOOD

Guidelines: Encroachment Permit Request Form

The Province continues to provide Reopening Ontario Framework to gradually reopen businesses, services and public spaces on a regional basis as progress is made in the fight against COVID-19. As part of this Framework, restaurants and retail stores continue to be restricted in how they operate and provide their services to the public to ensure the safety of their employees and patrons during this time. Please visit the following websites for the most up-to-date information regarding the COVID-19 pandemic. All business are required to have a written workplace safety plan available upon request. Requirements of this safety plan can be found at the link provided below.

Province: <https://www.ontario.ca/page/reopening-ontario>
<https://www.ontario.ca/page/covid-19-response-framework-keeping-ontario-safe-and-open>

Safety Plan Requirements: <https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan>

Simcoe Muskoka District Health Unit:
<https://www.simcoemuskokahealth.org/Topics/COVID-19/Reopening-and-Operating-your-Business-Safely>

Patios: As most of the restaurants in the Downtown rely on the use of the public sidewalk to be able to provide patio space to their customers, the Town passed a temporary by-law which provides greater flexibility to encroachments on municipal sidewalks, further expanding these encroachments onto on-street parking areas where deemed appropriate.

It should be noted that with the physical distancing requirements set out by the Province and Simcoe Muskoka District Health Unit, it will be difficult to obtain full capacity of any patio space, and business owners should consider a business case with respect to the number of staff required to operate the restaurant, additional PPE and amount of patio space they are able to occupy. Business owners are fully responsible for all costs associated with the required fencing, and furniture to be located within the patio space.

Patio fencing materials must be sympathetic to heritage objectives, and meet requirements with respect to public safety and will require to be reviewed prior to issuance of an Encroachment Permit.

Merchandise: The Encroachment Permit By-law also provides greater opportunity to the retail sector allowing merchandise to be placed curbside on the municipal sidewalk Monday to Sunday and removing the requirement for a tent to ensure the business owner is able to adhere to physical distancing requirements. Business owners are fully responsible for all costs associated with their outdoor merchandise display areas.

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Submission Requirements

The following shall be submitted in support of a request to encroachment onto a public sidewalk and/or on-street parking area:

1. Completed Boulevard Encroachment Permit REQUEST FORM;
2. Site plan sketch, including the following:
 - Patios:
 - a. The location and dimensions of the proposed patio, including the entrances and exits;
 - b. Proposed furniture layout illustrating the required six feet physical distance separation required;
 - c. Location of portable heaters, if applicable;
 - d. Proximity to any site features including landscaping (trees, shrubs, garden beds, etc.), parking meters, bicycle racks, benches, fire hydrants, storm sewer grates, manholes, hydro poles, and utility boxes and the distances from these features to the proposed patio, if applicable;
 - e. The type of fencing proposed to enclose the patio area;
 - f. Ability to maintain a two meter pedestrian walkway on the sidewalk clear and free of any obstructions.
 - Merchandise Display Areas:
 - a. The location and dimensions of the proposed merchandise area;
 - b. Proposed furniture (clothing racks, tables, etc.) layout illustrating the required six feet physical distance separation required;
 - c. Proximity to any site features including existing patios, landscaping (trees, shrubs, garden beds, etc.), parking meters, bicycle racks, benches, fire hydrants, storm sewer grates, manholes, hydro poles, and utility boxes and the distances from these features to the proposed merchandise area, if applicable;
 - d. Ability to maintain the two meter pedestrian walkway on the municipal sidewalk clear and free of any obstructions.
3. Providing written consent from affected businesses should you request to extend your encroachment in front of another business adjacent to your business.
4. A valid Certificate of Insurance is required including comprehensive public liability insurance with a minimum general liability coverage of TWO MILLION (\$2,000,000) DOLLARS per occurrence, naming the Town of Collingwood as an additional insured.
5. Signed release form indemnifying the Town of Collingwood (to be completed after review of your permit request form).

You will also need to confirm that a written [workplace safety plan](#) has been established, and is available upon request.