



Application for Encroachment on a Sidewalk

Downtown Patios and Cafés
By-law No. 2011-030, as amended

APPLICANT INFORMATION

Applicant: _____
 Business: _____
 Physical Address of Business: _____
 Mailing Address/Postal Code: _____
 Telephone: () _____ Email: _____

PROPERTY OWNER INFORMATION

Same as above
 Owner: _____
 Physical Address of Property: _____
 Mailing Address/Postal Code: _____
 Telephone: () _____ Email: _____

ENCROACHMENTS

Sidewalk Patio (fenced):	new	renewal	Sidewalk Café:	new	renewal
	curbside	storefront			

Description of encroachments (sketch must be attached for all new or modified sidewalk patios)
 new renewal modification _____
 Preferred sidewalk patio install date (not applicable to sidewalk cafes): _____

The Applicant understands that this application is being taken in accordance with the Town's Patio and Merchandise Encroachment By-law and may be denied based on the following criteria:

- the encroachment interferes with the Town's intent and purpose in holding the Town-owned lands;
- the encroachment creates an unsafe condition;
- the encroachment creates liabilities for which the Town cannot assign full responsibility to the owner of said encroachment;
- the encroachment creates a situation that is contrary to any of the Town's by-laws, policies or resolutions, or any provincial or federal regulation or legislation;
- the encroachment interferes with work, plans, efforts or initiatives of the Town to maintain Town-owned lands;
- the encroachment interferes with any utility or other similar installation located on Town lands; or
- the applicant is unable to reasonably demonstrate a need for the encroachment.

In the event that this application is approved, the Applicant shall enter into and execute an Encroachment Agreement with the Town of Collingwood.

FEES TO ACCOMPANY APPLICATION

Sidewalk Patios:	\$200.00	Initial Encroachment Agreement Fee (April 1 st to October 30 th)*
	\$0.00	Annual Renewal Fee
Sidewalk Cafés:	\$75.00	Initial Encroachment Agreement Fee (permitted year round)*
	\$0.00	Annual Renewal Fee

* Onetime fee only. No Annual Fee for cafés is required if there is a valid encroachment agreement in place for a patio for the same business

INSURANCE

A 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.

Certificate of Insurance Attached _____ Expiry Date: _____

CONSENT

I, the undersigned, understand and agree to the terms of this Application.
 Signature of Applicant: _____ Date: _____

PLEASE RETURN THIS APPLICATION TO:
 Town of Collingwood – Clerk Services
 97 Hurontario Street, Collingwood, Ontario L9Y 3Z5
 Tel: 705-445-1030 ext. 3230 Email: clerk@collingwood.ca

For Office Use Only		
Date received:	Payment received:	Agreement executed:
File No.:	Inspection Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied

NOTICE OF APPROVAL WILL BE PROVIDED TO THE APPLICANT AND PROPERTY OWNER

This application may contain "Personal Information" as defined under the Municipal Freedom of Information and Protection of Privacy Act and is collected pursuant to the Municipal Act, 2001 as amended. It will be used by the Town of Collingwood to process this application and any required encroachment agreements as a result of the approval of such application, and for law enforcement purposes to ensure compliance with all applicable statutes, regulation and by-laws. Questions about this collection can be directed to the Clerk of the Town of Collingwood, 97 Hurontario St, Collingwood, ON L9Y 3Z5 705-445-1030, Ext. 3225