

REQUEST FOR PERMISSION TO SERVE LIQUOR – TEMPORARY PATIO EXTENSION

As per Regulation 719 under the Liquor licence Act

Regardless of the location of your summer patio, you will need to request “Temporary Patio Extension” if you are expanding it beyond the limits of your normal approval. To do this you will need to request a **Letter of Approval** from the City of Woodstock.

Please note, applications received with no drawings of the location of the patio will not be considered until a drawing is received.

Please choose all that apply

	Street Side Patio – the patio will be located within an on street parking space(s) located in front of your business.
	Sidewalk Bump Out – the patio will be located immediately adjacent to your business and pedestrian sidewalk swings out and around the patio in a bump out installed in an on street parking space(s).
	Other Municipal Property – the patio will be located on municipal property located near your business.
	Patio Extension – located on private property
I have read and understood the City of Woodstock Pop-Up-Patio program guidelines as they relate to location, design and use of municipal property.	
	Yes No
I agree to adhere to all public health and workplace safety requirements and restrictions as set out by the Province of Ontario and Southwestern Public Health	
	Yes No

Contact Information

<i>Business Name:</i>	
<i>Applicant's Name:</i>	
<i>Street address where the temporary patio will be locate (including postal code):</i>	
<i>Business Phone #</i>	<i>Daytime Contact #</i>
<i>e-mail address:</i>	

Patio Information

1 st location	Dimensions	_____ Metres	x	_____ Metres
2 nd location if applicable	Dimensions	_____ Metres	x	_____ Metres

Drawing/plans

Prepare plans and drawings of the proposed pop-up installations with dimensions in accordance with the design criteria for Pop-up installations.

Plans and drawings must be prepared by a qualified designer with a Building Code Identification Number (BCIN) or an architect, and stamped by a P. Eng.

Have you attached the required drawings?	Yes	No
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Insurance

General liability insurance from an insurer licensed in the Province of Ontario for \$2 million per occurrence with an aggregate limit of no less than \$5 million to the City of Woodstock against any liability for property damage or personal injury, negligence including death which may arise from the applicants operations under this agreement. The City of Woodstock must be included as an "additional Insured". In addition the commercial General Liability shall contain Cross Liability and Severability clauses and Products & Completed Operations coverage including a standard contractual liability endorsement.

Have you attached the required Insurance documents?	Yes	No
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I agree to adhere to the following conditions:

- All exit doors leading from the facility are to remain unobstructed and permit safe travel away from the building in the event of an emergency.
- All exit doors from residential occupancies exiting from the same building as the applicant facility shall remain clear, unobstructed, and separate from the barricaded area
- That any necessary permissions from the property owner will be obtained.
- If encroaching on a municipal road, the patio area is not to be closer than 4.5 metres from the centre line of the Highway and the roadway is to be maintained obstruction free to provide emergency response vehicles access.
- Meet all the terms of the agreement for pop-up patios when located on municipal property
- Meet all eligibility criteria and applicable requirements of the Alcohol and Gaming Commission of Ontario.

I understand a copy of this information will be forwarded to:

- Woodstock Police Services
- Southwestern Public Health (Woodstock Branch)
- City of Woodstock
 - Fire Department
 - Public Works Department
 - Engineering Department
 - Building Department
 - Economic Development Department

Print your name _____

Signature

Date



Pop-up Patio Pilot Program Guidelines

The City of Woodstock's Pop-up Patio Pilot Program allows downtown eating establishments or coffee shops to establish temporary seasonal patios by using on-street parking spaces along municipal streets which have curb side on street parking as well as in municipal parking lots.

The purpose of the program is to allow restaurants and coffee shops to re-open following the lifting of COVID-19 restrictions and is intended to allow these establishments maintain physical distancing requirements.

The pilot program will operate for the 2021 outdoor patio season (April 15 to October 31) and will be reviewed prior to any decision to extend the program to future years.

All patios and sidewalk bump outs must be designed and constructed to the satisfaction of the City of Woodstock.

LOCATION

- Permitted only on streets with existing on-street parking or in municipal parking lots.
- Curb side patios will be permitted only where the pop-up installation can be located directly in front of the associated business.
- Parking lot patios will be permitted only where a municipal parking lot is located adjacent to the associated business.
- Curb side patios must be located at least one (1) parking stall away from an intersection
- Proposals will be assessed and approved in accordance with vehicle volumes, sightlines and visibility to the satisfaction of the City Engineer.
- Proposals must not obstruct underground utility access, electrical transformer vaults, utility boxes, loading zones, transit stops and other infrastructure
- Proposals must avoid conflicts with existing pedestrian crossings.

DESIGN STANDARDS

- All parts of the deck, patio and sidewalk, including entrances, must adhere to Ontario Regulation 191/11 Integrated Accessibility Standards and the City of Woodstock Accessibility Technical Guidelines. Please refer to the Global Alliance on Accessible Technologies & Environment (GAAETS) Illustrated Technical Guide to the Accessibility of Standard for the Design of Public Spaces for additional guidance

- The deck (floor structure) must have a flush transition at the sidewalk and curb to permit easy access and avoid tripping hazards.
- The sub-structure must accommodate the crown of the road and provide a level surface for the deck (floor structure).
- The deck must be constructed of a slip-resistant surface.
- The deck must be designed for a minimum load-bearing weight of 4.80 kilopascals (100 psf).
- The patio must not interfere with proper drainage of the roadway (curbs/catch basins in immediate area must be free of obstructions)
- Any gates must swing into the patio space and not obstruct the sidewalk or street.
- Where there are residential dwellings in the same building the patio should not interfere with the ability of first responders to access the building.
- The design is to include fencing to define the space and be capable of withstanding at least 200 feet of horizontal force.
- Proposals must have vertical elements that make them visible to traffic, such as flexible posts, bollards or landscape planters and include reflective elements so as to be visible by traffic at night.
- Railings and vertical elements should be a minimum of 0.91 metres (36") and no higher than 1.07 metres (42") in height.
- No umbrellas or other treatments can extend into the sidewalk or travelled portion of the roadway.
- To ensure visibility to moving traffic and parking cars, pop-up installations must be buffered using a wheel stop at a desired distance of 1.2 metres (48") from the each end.
- The pop-up installations must provide a minimum of 0.3 metres (12") from the travelled portion of the roadway.
- Lighting will be subject to review and will be designed and installed in such a way as to not create a visual or physical distraction to travelling public on the sidewalk or roadway.
- Tables shall not exceed a height of 0.865 metres (34") above the finished floor of a patio (deck).
- The patio should maintain that a minimum width of 4.5 m from edge of patio / to the street centerline.
- Provide a minimum sidewalk width of 2.4 m where possible.
- Any necessary maintenance completed by the City will be at cost of staff time plus administration.

COPY OF CURRENT LIABILITY INSURANCE

- General Liability Insurance from an insurer licensed in the province of Ontario for \$2 million per occurrence with an aggregate limit of no less than \$5 million to the City of Woodstock against any liability for property damage or personal injury, negligence including death which may arise from the applicants operations under this agreement. The City of Woodstock must be included as an “Additional Insured”. In addition the Commercial General Liability shall contain Cross Liability and Severability Clauses and Products & Completed Operations coverage including a standard contractual liability endorsement.

ADDITIONAL CRITERIA

- Applicants must provide notice to adjacent business neighbours of their proposals.
- Applicants accept responsibility for any and all damages that occur to the platform or patio and associated fixtures and chattels.
- All eating establishment or coffee shop must provide a minimum of 6 non-alcoholic menu items.
- Business owners interested in obtaining a liquor license for the outdoor patio will require license approval from the AGCO. This is a separate process to be undertaken by the applicant.
- Promotional signage/advertising will not be permitted on pop-up installations.
- Businesses are required to maintain the occupied space AND pedestrian bypass/boardwalk free of litter and debris during occupancy and immediately after the structure is removed.
- The Applicant agrees to comply with the hours of operation established in any subsequent lease agreement.
- The Applicant agrees to comply at all times with any Covid -19 restrictions as set out by Province of Ontario.
- Upon completion of any work, the Applicant agrees to restore the property at its expense to the satisfaction of the City of Woodstock and to remove all debris and rubbish.
- The City of Woodstock reserves the right to cancel the lease of any municipal space at any time for failure to comply with the conditions described above.

APPLICATION REQUIREMENTS

Please follow the steps below to submit an application;

- Prepare plans and drawings of the proposed pop-up installation(s) with dimensions in accordance with the stated criteria for pop-up Installations. (Note: plans and drawings must be prepared by a qualified designer with a Building Code Identification Number (BCIN) or and stamped by an architect, or Professional Engineer.
- Complete the Pop-up Patio Pilot Program Application Form.

APPROVAL PROCESS

Step 1 – Submit your application, as above, and copies of the required plans and drawings to:

Woodstock City Hall
Attn: Pop-up Patio Pilot Program
c/o Gail Versteeg
500 Dundas Street, PO Box 1539
Woodstock, ON N4S 0A7

Or gversteeg@cityofwoodstock.ca

Step 2 – Revise application in response to staff comments, if necessary.

Step 3 – Sign formal Agreement for use of municipal space.

Step 3 – Clear conditions of approval.

Step 4 – Construct pop-up installation(s).

Step 5 – Contact city staff re: inspection.

Step 6 – Obtain final approval.

All applications submitted will be reviewed/approved by city staff.