

**TEMPORARY PATIO APPLICATION 2020**

Note: In order to operate a new patio in the Township of Woolwich, you must complete this Patio Design Application process.

The Corporation of the Township of Woolwich  
24 Church Street West, P.O. Box 158  
Elmira, Ontario N3B 2Z6

Contact: Jenna Morris, Economic Development and Tourism  
**Email:** jmorris@woolwich.ca  
**Phone:** (519) 669-1647 ext. 6020  
**Direct Line:** (226) 820-6625



**WOOLWICH  
TOWNSHIP**

**1. Applicant**

Name of Business: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Proposed Patio Occupancy**

- Total number of proposed Patio Tables \_\_\_\_\_
- Total number of proposed Patio Seats \_\_\_\_\_
- Total number of Seats inside (seating capacity) \_\_\_\_\_
- Current Occupancy Load (if known) \_\_\_\_\_
- Current Washrooms: Total unisex toilets \_\_\_\_\_ Total female toilets \_\_\_\_\_  
Total male urinals \_\_\_\_\_ Total male toilets \_\_\_\_\_

**3. Proposed Patio Layout (see attached sample design)**

Please provide a sketch of your proposed patio layout. The plan may be hand drawn but must be drawn to scale, and must include the following:

- overall dimensions of the patio
- where tents are proposed, setbacks from the tent to other structures and property lines
- location of any fencing or planters used to define the patio\*
- locations of all tables
- size of tables (i.e. 2' square)
- proposed number of chairs at each table
- entrances to the patio and building/restaurant\*
- locations of existing street trees and furniture (i.e. lamp posts, planters, garbage bins, bollards, etc.)
  - indicate the distance between the outer limits of your proposed patio and the items listed above\*
- exterior mounted sprinkler/standpipe fire hose connections (if applicable)
- street curbs\*

*\* see page 2 for more detailed design requirements*

**Please note the following Patio Design Requirements:**

- The distance between the outer limits of the patio and any street trees, street lights, furniture, bollards or street curbing (whichever is closer) CANNOT be less than 6 feet (1.83m). This is to ensure a sufficient space for pedestrians and the sidewalk sweeper to pass by.
- For a patio not serving alcohol, the limits of the patio must be clearly defined either by fencing, sidewalk markings or planter boxes. Sidewalk markings only apply where there is a change from concrete to paving stones, or where there are clearly defined pavement markings, such as sidewalk joints.
- For a patio serving alcohol, the guard/fence shall be a minimum of 36 inches (0.9m) high. It must be secured to the sidewalk but removable in the winter. All fencing shall be black or a colour matching the colour scheme of the business or facade.
- For spaces adjacent to a roadway, a solid barrier is required between the patio and areas with moving vehicles.
- If the patio area will be licensed, you will need to contact AGCO (Alcohol Gaming Commission of Ontario, (1-800-522-2876) to ensure full compliance with their rules and regulations.
- All patios must maintain a minimum 3.94 feet (1.2 m) wide unobstructed pathway to the restaurant's front entrance.
- A reasonable portion of the patio seating should be accessible for customers with mobility constraints (ex: patrons using a wheelchair)

**4. Proposed Fencing or Planters (if applicable):**

If you are proposing to use a fence or planter boxes to define the limits of your patio, please provide detail on the look, design, shape, colour etc. For fencing, a photograph or spec sheet of the proposed fence would suffice.

**Next Steps**

- 1) **Please submit this application form, include your proposed patio layout and fence/planter details, to:**  
Jenna Morris, Economic Development and Tourism Officer, Tel: (519) 669-6020, Email: [jmorris@woolwich.ca](mailto:jmorris@woolwich.ca)
- 2) **Staff will review your proposed patio design. Please allow at least 2 weeks for review.**  
If there are any issues or concerns, we will contact you. If approved, staff will provide you with a final version of the approved plan which you will need prior to applying for the next application.

**Signature**

I \_\_\_\_\_ intend to operate the outdoor patio for \_\_\_\_\_  
Business Owner (please print) Business Name (please print)

\_\_\_\_\_  
Business Owner - SIGNATURE

**For Staff use only**

- Complete Patio Design Application Form Received \_\_\_\_\_ (date)
- Patio Design Review Initiated +Completed \_\_\_\_\_ (date)