



## Outdoor Commercial Use Patio APPLICATION

The Town considers the establishment of outdoor commercial patios on a seasonal basis to be advantageous to the vitality of the downtown core. The Town has developed a streamlined application process and set of minimum standards for outdoor commercial patios to support and encourage private investment.

This application is required for the following types of outdoor commercial patio:

- Temporary patios for licensed establishments on both private and public property throughout the municipality (as required by the Liquor License and Control Act).
- Temporary commercial and other use on municipally owned sidewalks and road allowances in the commercially zoned areas of Deep River.

Outdoor Commercial Use Patio's are meant to be temporary structures intended to enhance the atmosphere for both the business and neighbourhood, and must be removed during the off season. Once approved, permits for the outdoor use of sidewalks and private property are valid for the full calendar year; permits for on-street parking use are valid only for the period between May 15<sup>th</sup> and October 15<sup>th</sup> (all works are required to be removed from on-street parking by October 20<sup>th</sup>)

Applicants are encouraged to consult with the Administration, Building and/or Fire Department/s and, if necessary, the County of Renfrew, Renfrew County District Health Unit, AGCO and neighbouring businesses prior to submitting an application to confirm any other required approvals, permits and costs associated with their proposed patio construction. Please refer to Policy A-003 for guidelines.

The following documents may form part of, and must be included (where applicable) with this Outdoor Patio Application:

- Detailed site map and drawings of proposed patio location, elevation and design;
- Proof of General Liability Insurance (\$5 million / \$2 million);
- Other Municipal and non-municipal approvals (Building, Planning, County of Renfrew, AGCO, Health Unit);
- Letters of acceptance from neighbouring businesses (if necessary)

Completed forms can be submitted to Administration Department electronically to [townmail@deeperiver.ca](mailto:townmail@deeperiver.ca), or delivered to the Deep River Town Hall at:

Outdoor Commercial Patio Application  
ATTN: Administration Department  
100 Deep River Road, PO Box 400  
Deep River, K0J 1P0

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**APPLICANT**

PROPERTY ADDRESS <i>(Full address including PO BOX#)</i>	
Applicant Name(s):	
Business Name:	
Home Phone #:	Work Phone #:
Email Address:	
Owner Name(s):	
Home Telephone #	Work Telephone #:
Email Address:	

**PROPERTY OWNER** *(if the patio is to be placed on private property and the applicant is a tenant, written authorization from the building owner is required)*

**PATIO DETAILS** (please attach a detailed site drawing which outlines this information as well as locations of tables, chairs, umbrellas, outdoor heaters, landscaping, etc.)

Size: \_\_\_\_\_sqft (width)                      X \_\_\_\_\_sqft (length)                      X \_\_\_\_\_sqft (height)

**Design Elements, Materials and Construction:**

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*Detailed site drawing which outlines this information as well as locations of tables, chairs, umbrellas, outdoor heaters, landscaping, etc.*

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Please explain how and where the patio will occupy the sidewalk and/or parking spaces, including size and locations of walkways, entrances/exits and egresses for pedestrian traffic flow and emergency egress:


Type of Commercial Use	<input type="checkbox"/> Private <input type="checkbox"/> Sidewalk <input type="checkbox"/> On-street Parking	<input type="checkbox"/> Licensed to sell and serve alcohol
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Optional Attachments, if applicable	<input type="checkbox"/> AGCO Liquor License <input type="checkbox"/> County Of Renfrew Road Occupancy Permit <input type="checkbox"/> Building/By-Law Official <input type="checkbox"/> Fire Department <input type="checkbox"/> Health Unit <input type="checkbox"/> Neighbouring Business Approval
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I/We hereby agree that I/we have read and understood Outdoor Patio Policy A-003 and will abide by the terms set therewith. I/We understand that my/our application will form the agreement and that approval must be granted prior to any construction of the proposed structure. I/We understand that non-compliance will result in the suspension or revocation of use and that I/we may be required to remove the patio as directed by the Town of Deep River at my/our own cost. I/We also acknowledge that any modifications to any approved proposals or plans will require municipal approval and/or other non-municipal approvals. Furthermore, by signing this application I/we acknowledge that it is a public record and some information may be released or available through requests of the Freedom of Information Act.

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In consideration of being issued the above permit, the undersigned hereby agrees to maintain its works, the sidewalk, on-street parking space and/or the street adjoining, in proper condition at all times, so as to ensure maximum protection to both pedestrian and vehicular traffic. The undersigned further covenants and agrees to indemnify and save the Town of Deep River harmless from any loss, dangers, claims, damages or costs in connection with any alleged damages or injuries directly or indirectly resulting from the construction or use of the outdoor commercial use.

Signature of Applicant:	Date:
Signature of Owner:	Date:

<b>This Section to Be Completed by the Town of Deep River</b>		
COMMENTS/CONDITIONS:		
<input type="checkbox"/> Permit Approved <input type="checkbox"/> Permit Declined ( <i>see comments</i> )		PERMIT #:  EXPIRY DATE:
INSPECTIONS REQUIRED?	<input type="checkbox"/> YES, by:	<input type="checkbox"/> NO
APPROVED BY: _____		APPROVAL DATE: _____