



## Temporary Outdoor Patio and Retail Application Form & Checklist

To assist in responding to the economic impacts of the COVID-19 pandemic, the Town of Fort Erie has developed a Temporary Outdoor Patio and Retail program.

Applicants wishing to establish a new temporary outdoor patio or retail area, or, temporarily expand an existing outdoor patio or retail area must complete this application.

All items must be completed and submitted prior to approval. No fees shall apply to this application.

Applications will be accepted via email or at the Town Hall drop box.

**Send completed applications to:**

Daniel Turner – Economic Development Officer

[dturner@forterie.ca](mailto:dturner@forterie.ca)

905-871-1600 ext. 2252

Applicant Contact Information	Name	
	Address	
	Email	
	Phone #	
Business name		
Business contact name and phone #		
Business address and postal code		
Please reply as necessary to these questions.	Does your business currently have an approved patio or retail area?	
	Does your business currently have a liquor licence?	
	What is your liquor licence permit number? Permit #:	
	What is the current occupant load for your liquor licence?	
	If you do not have a liquor licence do you intend to apply for a temporary one to permit alcohol service?	

Please reply as necessary to these questions.	How many seats are available for seating <b>within</b> your business?	
	How many seats are available for seating <b>on your current</b> patio?	
	How many seats are you proposing in the temporary outdoor patio and retail program?	
	What is your Town of Fort Erie business licence number? Business licence #:	
	Do you plan on using heaters on your patio? <i>*If yes, please see fire and building regulations in the outdoor patio regulations</i>	Y/N

**Requirements Checklist:**

- ┘ Completed the Temporary Outdoor Patio and Retail Application.
- ┘ Sketch of Proposal – identifies proposed size and dimensions of patio or retail area and detail of fencing, barriers and materials to be used.
- ┘ For leased, private-property, premises provide the landowner’s written authorization.
- ┘ For temporary patios or retail areas on municipal property, provide liability insurance certificate in the amount of \$5 million naming the Town of Fort Erie as additional insured.
- ┘ Submit all materials via email to Daniel Turner at dtturner@forterie.ca

As the applicant, I confirm that I have read the *Town of Fort Erie Temporary Outdoor Patio and Retail Regulations* and that this application is in conformance with those Regulations. I have attached to this application the information required in this Checklist. Further, I understand and agree that all materials used in the construction of the temporary patio or retail area are fully removable and that the area will be restored to its original condition no later than January 1, 2023.

I understand that this application form is a public document and that any and all information contained in it, including personal information as that term is defined in the Freedom of Information and Protection of Privacy Act of Ontario, and is open for inspection by the public.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_