



Guideline - Temporary Outdoor Patio Program on Private Land

Temporary Program

The Town of Petawawa is looking to support businesses who have been impacted by the pandemic by providing a simple, cost-effective and streamlined way to increase outdoor patio areas on a temporary basis. These expanded outdoor areas will help businesses operate effectively while maintaining social distancing for their customers. Temporary patios areas will be allowed to operate until October 31, 2020; however the Town has the right to terminate these permissions upon 24 hours' notice.

General Information

If you are interested in a temporary outdoor patio expansion on private land, the process is fast and easy. Just follow these steps to help make your temporary space successful and safe:

1. Talk with the landowner(s) and other affected businesses;

If you are a commercial tenant, it is your responsibility to ensure that the landowner consents to your proposal. Also, if there are other businesses on the property that could be affected by your proposal, make sure that they are aware of your proposal.

2. Choose your location

Identify where you plan on creating your temporary patio area. Create an informal site plan by finding your property using the [County of Renfrew GIS](#) public site and outlining the proposed temporary patio area. A few things to consider as you pick your area:

- Check property lines to ensure that you are not encroaching on public land or neighbouring landowners
- No temporary patio can be placed in designated loading zone areas, accessible parking stalls, tow away zones, bike lanes or bus stop locals;
- Avoid occupying any universally accessible parking stalls designated for persons with disabilities;
- Ensure that pedestrians and vehicles can still move around safely and ensure that your fire route access and all fire connections are not blocked;
- Keep a safe distance from utility infrastructure, such as transformer boxes, and,
- Avoid landscaped areas. Removing or destroying required landscaping will trigger a notice of infraction to ensure that the landscaping is restored.

3. What is the maximum capacity for patrons permitted?

The maximum capacity for all existing patios continues to apply for the existing patio space. To accommodate additional patrons on the temporary outdoor patio extension is permitted as long as the patio space allows for 1.11 square metres per person. All physical distancing requirements, as well as any other requirements imposed by a level of government, continue to apply regardless of maximum capacity. It is likely that patios will operate at well below maximum capacity.

4. Do you plan on serving alcohol?

If you plan on serving liquor in your temporary patio area, make sure that it is consistent with your Liquor License. Liquor sales licensees who wish to **temporarily extend** the physical size of their existing licensed patio, or **temporarily add a new licensed patio within the approved period** are permitted to do so, if all of the following criteria are met:

- The physical extension of the premises is adjacent to the premises to which the licence to sell liquor applies.
- The municipality in which the premises is situated does not object to an extension. The business **is required to have a non-objection or approval** document from the municipality in order to be compliant. AGCO may, at any time, request proof of this documentation.
- The licensee is able to demonstrate sufficient control over the physical extension of the premises.
- There is no condition on the liquor sales licence prohibiting a patio.

For more information on any of these requirements please review the [AGCO website](#).

5. Barriers and Coverings

If you are going to use fencing (fencing is required if alcohol is being served) around your temporary patio space, use low fencing (36" or less) that is not opaque. Fencing that you can see through helps to promote safety and increases visibility. **The Town of Petawawa requires that you create a barrier that delineates the temporary patio area.** For non-alcohol service patios planter boxes, screens etc. can be used.

Umbrellas may be used to provide shade in the temporary outdoor patio. Umbrellas must stand at least 2.1m (7ft) above the walking surface. However for safety reasons and in compliance with the open air requirements no tents, structures or canopies are permitted. Additionally, outdoor portable washrooms will not be permitted.

6. Signage

Ensure that any signage is kept to a minimum and must be temporary. Adhering signage to the fence is permitted however, all signage and placement must comply with the [Town's Sign By-law](#) through a [sign application](#) process.

7. Accessibility

- Patios with 60 persons or less shall be provided with one or more means of egress (minimum of one- 0.9 m (3') opening or swing gate opening into the path of travel).
- A clear path of pedestrian travel of 1.5 m (5') minimum must be maintained on the sidewalk, roadway or curb.
- On-site parking may be used for temporary patio space, except the required number of designated Accessible parking stalls, which must remain available for use.
- Wheelchair access must be provided to and throughout the temporary patio design
- Tables, seating and access must be organized in a barrier free layout.

8. General Requirements

- You may have music available at your temporary outdoor patio however adherence to the municipal [Noise By-law](#) is required.
- No cooking of food or drink preparation is permitted on temporary patios.
- A fire extinguisher must be available within 23 m (75ft) of any part of the temporary patio.

9. Acknowledge this program is temporary

This program is for outdoor patio expansions that are temporary only and must be removed by October 31, 2020. **All materials and furniture used must be temporary in nature so that they can be removed easily, and the area can be restored to its original condition.**

10. Submit your information to the Town of Petawawa

This process is meant to help you plan out a successful and safe temporary outdoor space. Ensuring that your temporary outdoor patio area is safe and functional for you, your customers, and the businesses around you is your responsibility.

Once you are ready to go with your plans, please submit this checklist to cmitchell@petawawa.ca. Once you have provided all the necessary documentation your request will be reviewed and you will receive confirmation by email of municipal approval for your temporary outdoor patio expansion in the form of an authorizing certificate.

Application Checklist

Please complete the following checklist and submit to the Economic Development Officer for approval of your temporary outdoor patio area. All items must be completed and submitted prior to approval.

Applicant Contact Information	Name		
	Address		
	Phone Number		
	Email		
Business Name			
Business address with postal code			
Simply reply as necessary to these questions stating yes or no or providing a number.	Does your business currently have an approved patio?		
	Does your business currently have a liquor licence?		
	How many seats are available for seating within your business?		
	How many seats are available for seating on your current patio?		
	How many seats are you proposing in the temporary outdoor patio program?		
	If you do not have a liquor licence do you intend to apply for a temporary one to permit alcohol service?		

- ☐ The landowner(s) consents to the proposed patio and adjacent tenants (if any) have been notified of the proposed patio.
- ☐ Communication with the Renfrew County District Health Unit (RCDHU)
David Tantalo 613-735-8654
- ☐ A photo of the proposed location is attached.
- ☐ A site plan outlining the temporary patio area is attached.
- ☐ Liquor is NOT being proposed on the patio; if liquor is to be served on the temporary patio you have met the criteria as required under the guideline for Temporary Outdoor Patio Program, item 4.

As the applicant, I confirm that I have read the Guideline for *Temporary Outdoor Patio Program on Private Land* and that this application is in conformance with that Guideline. 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 area are fully removable and that the area will be restored to its original condition no later than October 31, 2020.

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: _____