



## Application for Outdoor Patio Licence (Sidewalk or Private Property) By-law No. 2026-0016

99-A Advance Ave, Napanee, ON K7R 3Y5 • Tel: (613) 354-3351

<b>Date of Application:</b>	
<b>Licence Year</b> (May 1 - September 30 for Sidewalk Patios. If applying for a private patio, please provide the proposed opening and closing date of your patio (up to 8 months/year as per AGCO regulations))	20_____
<b>Applicant Name and Business Name:</b>	
<b>Mailing Address:</b>	
<b>Contact Name:</b>	
<b>Phone Number &amp; Email:</b>	
<b>Name of Property Owner (if different from Applicant):</b>	
<b>Purpose for which area is to be used:</b>	
<b>Number of Tables &amp; Chairs:</b>	
<b>Will the patio be located on a sidewalk?</b>	
<b>If located on a sidewalk, how many parking spaces will the patio use:</b>	



**Note:** New applicants for sidewalk patios must use a Patio-on-Street design, where site conditions allow. See By-law 2026-0016 for more information.

**Declaration of Applicant**

I \_\_\_\_\_ declare that all statements contained within this application are true, and I have read and agree to abide by the regulations as described in Town of Greater Napanee By-law 2026-0016, as amended.

Submitted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

Personal Information contained in this form is collected under authority of the Municipal Act, 2001 and By-law No. 2026-0016 and will be used to determine eligibility for a license only.

**Please submit the following documents with this form:**

<b>Sidewalk Patio</b>	<b>Private Patio</b>
<ul style="list-style-type: none"> <li>• Application fee</li> <li>• Site Plan clearly showing:               <ul style="list-style-type: none"> <li>○ The dimensions of the patio;</li> <li>○ Proposed entrances and exits;</li> <li>○ The location of all tables and chairs and number of seating;</li> <li>○ The location of parking, signage, and refuse containers;</li> <li>○ The location of the unobstructed Pedestrian Walkway that is compliant with AODA; and</li> <li>○ The number of parking spaces to be used for the patio (maximum of 2);</li> </ul> </li> <li>• Proof of insurance that complies with Section 3.3 of By-law 2026-0016 (Insurance Certificate)</li> <li>• Copy of Liquor Licence issued from the Alcohol and Gaming Commission of Ontario</li> <li>• Letter of Approval from Property Owner (if applicant is not the owner)</li> </ul> <p>Applicant must also apply for and provide a copy of:</p> <ul style="list-style-type: none"> <li>• Temporary Occupancy Permit from the Town’s Public Works department. *Additional fees apply</li> <li>• If located on a County-owned road, a TOP from the County. *Additional fees apply</li> </ul>	<ul style="list-style-type: none"> <li>• Application fee</li> <li>• Site Plan clearly showing:               <ul style="list-style-type: none"> <li>○ The dimensions of the patio;</li> <li>○ Proposed entrances and exits;</li> <li>○ The location of all tables and chairs and number of seating;</li> <li>○ The location of parking, signage, and refuse containers;</li> </ul> </li> <li>• Proof of insurance (Insurance Certificate)</li> <li>• Copy of Liquor Licence issued from the Alcohol and Gaming Commission of Ontario</li> <li>• Letter of Approval from Property Owner (if applicant is not the owner)</li> </ul>

**Note:** Renewal applications may not need to re-submit all of the above documentation.

**Note:** Please refer to By-law 2026-0016 for a list of design requirements for Sidewalk Patios and Private Patios.

## Licence Fees

Item	Description	Fee
1	Appeal to Council of a Patio Refusal/Suspension/Revocation	\$125.00
2	New Application Fee – Sidewalk Patio	\$100.00
3	Renewal Application Fee – Sidewalk Patio	\$75.00
4	New and Renewal Application Fee – Private Patio	\$50.00