



# Application for Outdoor Patio or Sidewalk Patio Licence (By-law No. 04-38)

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):	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 not 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>	
<b>Signature of Applicant:</b>	

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

- Application fee (\$100.00 per year)
- Site Plan
- Insurance Certificate
- Copy of Liquor Licence issued from the Alcohol and Gaming Commission of Ontario
- Letter of Approval from Property Owner (if applicant is not the owner)
- Copy of most recent KFL&A Public Health inspection report

**Office Use Only:**

- Fire department approval
- Growth and Development approval
- Public Works approval (for sidewalk patios)
- County of Lennox & Addington encroachment permit (if sidewalk patio is on a County street)
- Council conditions:

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