



WHAT YOU NEED TO START

- Complete the below application
- Be able to obtain and provide \$5 million dollars liability insurance, naming the City as additional insured with a 30-day cancellation certificate.
- Attach a sketch/site plan of the proposed encroachment with accurate measurements

1. APPLICATION

Applicant	
Name	
Address	
Phone Number	
Email Address	
Owner	
Name	
Address	
Phone Number	
Email Address	

2. TEMPORARY PATIO EXPANSION

Location of the Patio	
Address	
N/S/E/W of Building	
Size of the Patio	
Existing	
Temporary COVID-19 Expansion	
Type of Expansion	
QTY	<input type="checkbox"/> Tables and Chairs – No Alcohol
QTY	<input type="checkbox"/> Tables and Chairs – Alcohol is being served



QTY		<input type="checkbox"/>	Encroachment located on St. Lawrence Seaway Management Corporation Property
<input type="checkbox"/>	Duration of Encroachment		
	Temporary – COVID-19	June 19, 2020 to October 31, 2020	
	Other:		

3. SITE PLAN

Site Plan Attached

4. SIGNATURE

Date	
Print Name	
Signature	

5. OFFICE USE ONLY

<input type="checkbox"/> Owner of property approval	<input type="checkbox"/> Site Plan complete	<input type="checkbox"/> COVID-19 Patio Permit on City Property \$51
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<input type="checkbox"/> Regional Property	<input type="checkbox"/> Building Permit Required	<input type="checkbox"/> COVID-19 Patio Permit NOT on City Property \$20
<input type="checkbox"/> Seaway Property	<input type="checkbox"/> Zoning Compliance	<input type="checkbox"/> Reviewed By Fire/Bldg/: _____ / _____
<input type="checkbox"/> \$5 Million Liability Insurance	<input type="checkbox"/> Form Complete	<input type="checkbox"/> Approval Granted _____

QUESTIONS?

Sherry Hanson
 Manager of By-law Services
 905-835-2900 ext. 210
sherryhanson@portcolborne.ca

Completed COVID-19 Patio Expansion Applications are to be submitted to our City Hall mailbox drop-off at 66 Charlotte Street, 2nd floor, Port Colborne, Ontario, L3K 3C8. Applications can be submitted electronically via email; however, applications cannot be reviewed until the application fee has been processed.