

# Pop-up Patio Review Form

New       Renewal

## 1. Application Information

Name:	
Address:	
Phone Number:	
Email:	
Owner? (If different from applicant):	

## 2. Encroachment Information

Location of Encroachment:	
Address:	
Roll Number:	
PIN #:	
Legal Description:	

### What is Required?

- Copy of liquor license, if applicable
- Copy of business license, if applicable
- Copy of \$5,000,000 liability insurance
- Consent letter from owner of property (including their name, address, and phone number), if applicable
- Copy of site plan
- 2 copies of architecturally/engineered drawings
- Encroachment application – completed/signed
- Encroachment application/renewal fee
- Staff review (see other side of page)

<u>Date</u>	<u>Comment</u>

<u>Department</u>	<u>Approval/Date</u> Initial	<u>Comments</u>
Accessibility		
Building		
By-law		
Community Services		
Engineering		
Fire		
Operations		
Planning		