

# Request an Outdoor Patio – Public Property

## Internal Approval Process (e.g. over a sidewalk or an on-street parking space)

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### Gather Supporting Documents

- Business owner completes **Outdoor Sidewalk Patio Café Permit Application** including a sketch or aerial photograph (e.g. Google Maps) of the bar/restaurant showing the proposed location of the patio/extension.
- Proof of Commercial General Liability Insurance to be provided on the Town of Whitby **Certificate of Insurance Form**.

**Please Note:**

- New patios or extensions should not block fire hydrants/standpipe connections, accessible on-street parking spaces, or access routes to and from neighbouring businesses (regular on-street parking spaces may be used for patios, provided vehicle access to and from the property is not obstructed).
- If the Town is installing the patio, details about the dimensions, fencing, and platform provided in the sketch or aerial photographs can be limited as this information will be determined by Staff.
- \$2,000,000 insurance coverage is required.

2

### Submit Support Documents

Business owner submits scanned copies of the supporting documents noted above to [downtowns@whitby.ca](mailto:downtowns@whitby.ca).

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### Internal Review

- Supporting documents will be reviewed by Town of Whitby staff (patio location, on-street parking impacts, traffic considerations, permit application, insurance).
- Any identified concerns will be communicated to the business owner to find a solution.
- Permit fees are \$150 for a new temporary patio for the first year and \$100 for a previously approved temporary patio, payable each year.

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### Approval

Town staff will issue a letter of approval/initiate patio installation on municipal property.

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