



2024 Commercial Patio Program

Application for Temporary Encroachment on Municipal Property

The Town of Oakville’s Seasonal Commercial Patio Program provides an opportunity for businesses to operate a patio or bistro on municipal property, including on municipal sidewalks and in on-street parking spaces. Anyone wishing to use municipal property to operate a patio, bistro and/or to display merchandise is required to obtain a permit providing a temporary encroachment on municipal property from the Town of Oakville prior to installation.

The 2024 patio season will occur during the period of May 1, 2024 – November 1, 2024.

TO BE COMPLETED BY THE APPLICANT

BUSINESS NAME: _____

BUSINESS LOCATION (address): _____

ENCROACHMENT LOCATION (roadway): _____

Participated in 2023 Patio Program: Yes No [this is a new request]

APPLICANT INFORMATION	
NAME OF BUSINESS:	
ADDRESS:	
CONTACT NAME:	
PHONE:	
E-MAIL:	
PLEASE SPECIFY:	<input type="checkbox"/> TENANT <input type="checkbox"/> OWNER <input type="checkbox"/> OTHER:

PROPERTY OWNER INFORMATION	
PROPERTY OWNER:	
ADDRESS:	
CONTACT NAME:	
PHONE:	
E-MAIL:	

What type of permit are you requesting? (select all that apply to you).
 More information on patio types and fees can be found on the [Patio Permit webpage](#). Fees will be invoiced after permit approval.

- Bistro patio (small space along the building front with only a few tables and chairs)
- Sidewalk patio (along the building frontage)
- Boulevard patio (along the curbside)
- On-street patio (platform and enclosure located in a parking stall)
- Merchandise display (abutting the building front)

Will the proposed patio be within an on-street parking stall?

- Yes
- No

There is an additional rental of \$562 per parking space for the 2024 patio season. Fees for parking spaces will be invoiced after permit approval.

Will alcohol be served on the patio or bistro?

- Yes
- No

Even with a valid liquor licence for your establishment, you will need to receive approval for a temporary liquor license extension to serve alcohol on your temporary patio. Learn more:

<https://www.oakville.ca/town-hall/licences-permits-services/liquor-licence/>.

MATERIALS REQUIRED

I confirm the following has been provided in accordance with the Seasonal Commercial Patio Program standards and I have included the following items with my application form:

- A copy of a valid General Liability Insurance Certificate with a minimum coverage of \$2,000,000 and with Town of Oakville named as additional insured.
- A plan/drawing, including dimensions, of the requested area for the patio, bistro, or merchandising display. Include dimensions and other key elements (trees, poles, etc.) for context.

I confirm I have read, understand and agree to:

- The Seasonal Commercial Patio Program guidelines as outlined on the [Patio Permit webpage](#).

IN THE MATTER of a request for a Seasonal Commercial Patio Permit, I/We certify that all of the information provided on this form and contain in the documents provided herewith is correct.

AND IN THE MATTER of establishing the temporary municipal encroachment, I/We agree to comply with all federal and provincial laws, as well as all municipal by-laws, which includes, without limitation, any statute, regulation, order, guideline, policy, code, ordinance rule, as well as principle of common law or equity.

APPLICANT SIGNATURE: _____

APPLICANT NAME: _____ **DATE:** _____

Application forms, including all supporting documentation, must be submitted by email to patios@oakville.ca

Personal Information on this form is collected under the authority of the *Municipal Act, 2001*, as amended for processing this permit and payment thereof. Questions about the collection of personal information should be directed to: Director of Economic Development, 1225 Trafalgar Road, Oakville, ON L6H 0H3 or 905-845-6601.