

# The Corporation of the City of North Bay Sidewalk Patio Application Form



## Applicant Information:

Property Address: \_\_\_\_\_  
Name of Property Owner: \_\_\_\_\_  
Name of Applicant (if different from Property Owner): \_\_\_\_\_  
Contact Telephone: \_\_\_\_\_  
Contact Email: \_\_\_\_\_  
Contact Mailing Address: \_\_\_\_\_

## Project Information:

### Describe the proposed sidewalk patio.

Location, size, number of seats, number of parking spaces required to accommodate a pop-out sidewalk (if applicable), etc.

**Proposed Patio Installation Date (Victoria Day long weekend in May at the earliest):** \_\_\_\_\_

**Proposed Patio Removal Date (Thanksgiving long weekend in October at the latest):** \_\_\_\_\_

**Please Note:** Should you wish to install a sidewalk patio in subsequent years please contact the City of North Bay's Planning Department at 705-474-0626 ext. 2403 to provide updated annual Patio Installation and Removal Dates. Successful Applicants are encouraged to plan the date and time of the installation and removal of patios to minimize impact on surrounding properties.

## Required Attachments:

- Site Plan and Elevation drawings (if proposed structures include a pop-out sidewalk or any other platforms that patrons or pedestrians would cross over, drawings must be certified by a licenced designer)
- Proof of ownership of property (or written consent from the property owner approving the proposed project and permitting the applicant to submit a Sidewalk Patio Application for the property)

## Community Improvement Plan:

Successful Applicants are eligible to receive up to \$1,000 from the City of North Bay's Growth Community Improvement Plan (GCIP) to support eligible construction costs associated with the proposed sidewalk patio and up to \$1,000 towards professional fees associated with the design of the proposed sidewalk patio. In order to receive funding, successful applicants will be required to submit invoices for all eligible expenses to the City of North Bay's Planning Services Department. Payment will only be issued following the completion of the construction of the sidewalk patio.

**Please check the following box to confirm your interest in having your application considered for funding through GCIP:**

- I am interested in receiving funding from the Growth Community Improvement Plan to support the design and construction of my proposed sidewalk patio.

**Certification:**

All information provided is kept strictly confidential subject to the Municipal Freedom of Information Act and the Corporation financial reporting duties.

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Signature of Applicant

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Date

**Agreement Requirements:**

Please note that should the Sidewalk Patio Application be approved, the Applicant will be required to enter into a standard Sidewalk Patio Agreement with the City of North Bay. At that time the Applicant will be required to provide the following:

- A Certificate of Insurance for public liability (personal injury and property damage insurance) in the minimum amount of five million dollars (\$5,000,000) naming the Corporation of the City of North Bay as an additional insured.
- A Certificate issued by the Workplace Safety and Insurance Board.
- The Rental Fee of \$100 per parking space per month the patio is installed (if applicable)
- A PIN Sheet for subject property

Please submit your completed application and supporting documents to [beverley.hillier@northbay.ca](mailto:beverley.hillier@northbay.ca) or you can mail them to:

The City of North Bay

Att: Beverley Hillier

200 McIntyre Street East

North Bay, ON P1B 8V6