OUTDOOR PATIO CHECKLIST - CITY CENTRE/ DOWNTOWN BIA

The following documents are required for the review and approval of an Outdoor Patio in the City of Barrie's Downtown BIA. Other than specifically identified, 1 copy of each is required. Certain documents will require an original signature. If all items listed below are not submitted, the processing of the application may be delayed or considered incomplete.

1. Application Form – Right of Way Activity Application
   - To be completed in full with signature
   - Fee as per Fee Schedule, payable to City of Barrie

2. Patio Site Plan
   - To assist applicants, information requirements are attached.

3. Approval from the Downtown Barrie BIA
   - Signed copy by both the applicant and the BIA of the "Patio Terms and Conditions" which authorizes the BIA's endorsement of the design and provides agreement by the applicant on the terms and conditions. Please contact the BIA at 705-734-1414 or info@downtownbarrie.ca, prior to making an application to the City.

4. Health Unit Certificate

5. Liquor License Questionnaire
   - This can be obtained from the City of Barrie website, www.barrie.ca which is included as a Download on the main page.
   - This Questionnaire is a separate process from the Outdoor Patio Application
   - This Questionnaire is required prior to application to the AGCO

6. Liquor License for Patio Area, if applicable.

7. Copy of Current Liability Insurance
   - General Liability Insurance from an insurer licensed in the province of Ontario for $2,000,000 per occurrence with an aggregate limit of no less than $5,000,000 to the Corporation of the City of Barrie and the Downtown Barrie Business Association (BIA) against any liability for property damage or personal injury, negligence including death which may arise from the applicant's operations under this agreement.
   - The Corporation of the City of Barrie and the Downtown Barrie Business Association (BIA) must be included as an "Additional Named Insured".
   - The Commercial General Liability shall contain Cross Liability and Severability Clauses and Products & Completed Operations coverage including a standard contractual liability endorsement.

Attached – Site Plan Required Information
Minimum Information Requirements

Outdoor Patio Site Plan - Required Information

To assist with the Outdoor Patio Site Plan design, the applicant is requested to provide a site plan, preferably on 11 X 17 ledger size paper to scale and properly labeled with the following minimum information:

(1) The location and dimension of the building establishment, the entrances & exits and washrooms;

(2) The location and use of the adjacent buildings, the entrances and exits;

(3) The location and dimension of the patio, the entrances & exits;

(4) The area of the patio (in square meters);

(5) Location and dimension of any enclosures, umbrellas/tents, awnings, etc;

(6) The location, height and construction material to be used for the boundary fence, gate location and width of gate(s);

(7) Location of fire extinguishers;

(8) Location of table, chairs, bars, stages, etc;

(9) Expected occupant load;

(10) Sidewalk design, location and dimensions, and number of on-street parking spaces required.

- If required, Temporary sidewalk design, location and dimensions, construction material and Engineers Certificate for safety and load bearing,

(11) Location of ALL municipal services and/or assets within the Patio or close proximity (e.g. location of curbs, municipal parking spaces to be utilized, parking meters, sidewalk, hydrants, storm sewer grates, manholes, trees and diameter of trees etc.), all below grade and above grade utilities including below grade chambers/vaults and hydro poles fire hydrants, along with distances between the Patio and services/fixtures. Also identify whether any public street fixtures/furniture is required to be removed or relocated to accommodate the design. Additional fees may apply for removal or relocation;

(12) The construction and design shall consider the following matters to be addressed on the site plan:

a) Location of services such as hydro, water and gas;
b) Railing installation, height, construction;
c) Affect on public sidewalk;
d) Accessibility;
e) Installation of any other fixtures to premises or lands;
f) Maintenance of City improvements, such as trees and shrubs;
g) Liquor License requirements;
h) Road Right-of-Way requirements.

Minimum Information Requirements for Outdoor Patios

This information is included for applicant's consideration in order that information requirements and responsibility are fully understood.

a) Design of the outdoor patio. Proposed patios at-grade or ones that are not structurally supported are not subject to the Building Code. However, proposed outdoor patios that are elevated and require structural support are subject to the Building and Zoning Department review and applicable fees.

b) Installation of patios on corner lots where sight lines may be impacted. All proposed corner lot patios that occupy the municipal sidewalk must be accompanied by a traffic engineering analysis that reviews sight lines and ensures that the patio, its furniture, fencing, etc. will not negatively impact vehicle travel and sight lines within the intersection. Due to circumstances, certain proposed patios may not be permitted due to the proximity of the patio to the intersection and the maintenance of existing and safe sight lines.

c) Obstruction of underground utilities, drainage flows or fire department connections. Applications must be accompanied with a site plan that describes and depicts all underground and above grade utilities, drainage flows and municipal fixtures such as fire hydrants, parking meters, trees and grates, catch basins, manholes etc. Due to the circumstances, certain proposed patios may not be permitted due to required access to the utilities or their proximity. Applicants will be required to demonstrate that no municipal fixture or utility is being impacted and how the drainage flow is maintained. In the event that a fixture or utility appears to be impacted, written approval is required from the agency or department responsible for the fixture

d) Maintenance of a 2.4m sidewalk width (municipal or by temporary construction) for pedestrian movement. From the Ontario Provincial Standards for downtown areas, it is recommended that a 2.4m sidewalk width be maintained at all times. The minimum width for the City sidewalk sweeper to maneuver is 1.8m. Therefore all outdoor patios must maintain a sidewalk width of a minimum 1.8m. Staff will rely on the BIA's approval of something greater than 1.8m but less than 2.4m. Pedestrian movement should be considered first and foremost in all designs and in order to maintain maximum widths for pedestrians in the downtown area in order to support visitor use.

e) Garbage Pick Up. Garbage is picked up Tuesday and Friday in the City Centre./Downtown BIA. If outdoor patios are supported with an on-street temporary sidewalk, garbage is to be placed to the side of the patio on the sidewalk and not in front of the patio on the street. Alternatively, arrangements can be made by BIA and the City for rear garbage pickup or drop off at a centralized facility. Please discuss with the BIA.

f) Design of the Temporary Sidewalk (if required). All temporary sidewalks extending onto the on-street parking area must be 2.4m in width, be structurally designed and certified and be preapproved by the BIA. They must include reflectors for night safety. No bicycles, strollers, etc are permitted to be chained or locked onto a temporary sidewalk or outdoor patio fencing. If an on-street parking space or portion of an on-street parking space is utilized, the associated parking meter head must be removed. There is a cost for its removal. Past experience has shown that bagging the meter will only be removed and people will continue to park in partial parking spaces that still have an associated parking meter. Placing vegetative plan.

g) If a Liquor License is desired by the business owner, it is administered through the Alcohol and Gaming Commission of Ontario (AGCO) and not the City of Barrie or Downtown Barrie (BIA). Through the AGCO approval process, the City is circulated in the review of the application. The City requires a minimum of 2.5 weeks for the City's review in the process for a license. The application and issuance of a Liquor License is a separate process from the application for an outdoor patio. However, an approved liquor license for the outdoor patio is required to be submitted at the time of application for the outdoor patio.

h) There are a few accessible parking spaces in the downtown core located at Dunlop and Owen, and Dunlop and Clapperton. Given their location, and whether a patio proposes to temporarily remove these parking spaces will be reviewed on an individual basis. Individuals with accessible parking permit placards issued through Service Ontario are able to park anywhere downtown without paying. In accordance with City of Barrie Traffic By-law 80- 138, as amended January 16, 2012, Section 5(20) Ontario Disabled Person Parking Permit states, "Motorists displaying an Ontario Disabled Person Parking Permit shall be exempt from paying parking rates for parking at any permitted parking location".