

Sidewalk Terraces Initial/Establishing Procedures

The City of Cambridge requires a lease term agreement for sidewalk terraces (patios) in order for establishments to provide this service from May 15th through to November 15th of each year.

Steps in the Process

1. The applicant must fill out a first time application at the City of Cambridge Planning Department to request a sidewalk terrace.
2. The following is required at the time of applying:
 - **Cheque in the amount of \$150.00**
 - **Drawing showing proposed location of the patio**
 - **Certificate of Insurance in the amount of \$5,000,000. or \$2,000,000 liability with the City/Region as additional insured where applicable**
 - **Proof of a proper liquor license**
3. Planning staff will review the submission to ensure the application complies with applicable zoning and will check with By-law enforcement if any complaints (relating to noise, brawls, drunkenness etc) have been made against the subject property.
4. Transportation and Public Works will review the submission with emphasis on the safety of pedestrians and vehicular traffic at the sidewalk and curb areas, and the plan must be reviewed and approved by Transportation and Public Works.
5. Corporate Services – Finance will approve proof of Liability Insurance
6. Corporate Services – Clerk's will ensure the Lease Agreement is signed and ensure the review/approval of the liquor license and write a report to Council for approval of the by-law.
7. Transportation and Planning and Works staff will inspect to ensure the location of the patio is consistent with the approved plan.
8. Second copies of initial payment (cheque), the Certificate of Insurance and liquor license (if applicable) should be forwarded to the Clerk's Department in order to process the renewal the following year.

9. The establishment and applicant will be listed on a database maintained by Clerk's staff.
10. After the termination date, both the applicant and the City can evaluate the viability of continuing the patio for a second time period.

Steps in the Renewal Process

1. January of the following year Sidewalk Terrace Lease Reminders will be forwarded by Clerk's staff to all applicants listed on the database for renewal of lease in accordance with the outlined terms of the original application/agreement.
2. Applicants wishing to renew for an additional year should fill out the renewal form mailed with the renewal letter and return with required information (listed below) to the Clerk's Division. Such approval will be subject to the original criteria being met and the payment of the annual encroachment fee as specified in the original lease agreement.
 - \$150.00 cheque payable to the Corporation of the City of Cambridge;
 - Proof of Certificate of Insurance in the amount of \$5,000,000. or \$2,000,00 liability with the City/Region named as a additional insured where applicable; and
 - Proof of a liquor license (if applicable to the leased area of sidewalk).
 - Drawing showing proposed location of the patio.
3. Approval of the renewal is subject to the satisfaction of all requested documentation listed above by the Clerk's division and approval by the Finance division pertaining to proof of five million or two million liability insurance with the City named as an additional insured.
4. In the event an applicant is unsuccessful and does not desire to undertake any steps in order to fulfill the requirements; the applicant will be forwarded a letter of explanation of unsuccessful renewal; a copy of any supporting documents; and the \$150.00 cheque returned. This nulls the agreement and advises that the establishment can no longer provide Sidewalk Terrace Service.

5. If an applicant loses his/her liquor license at any time during the year or any other unforeseen occurrence in contradiction of the lease agreement; the Planning/By-law Enforcement staff will notify the Clerk's Division. This applicant will be required to re-apply as a new applicant and a renewal letter will not be sent out.

REPORT TO COUNCIL

1. For every new application and renewal a report and by-law will be forwarded to Council for approval by the Clerk's Department.