

**POP-UP PATIO PROGRAM
APPLICATION FORM**

Due to the ongoing COVID-19 pandemic, the Economic Development Department is introducing the Pop-Up Patio Program. This program is intended to support local restaurants by providing flexibility to restaurant owners while at the same time ensuring safety standards and measures remain in place.

The pop-up installations application must be deemed complete before it is accepted for processing. A complete application includes the electronic submission of the following documents:

1. Application form properly filled in; and
2. Plan (sketch) showing the number of tables outside and the location proposed on the site. The plan must demonstrate the remaining parking spaces and access routes.

Applicant Information	
Name of Business:	Contact Name:
Phone Number:	Email:
Occupancy Information	
Location of proposed pop-up patio (municipal address of establishment):	

Checklist	
	The temporary outdoor commercial patio does not obstruct traffic in any way on any street or sidewalks;
	The property owner must submit a letter authorizing the proposed temporary patio use and location;
	Provide the municipality with a plan (sketch) showing the number of tables outside and the location proposed on the site. The plan must demonstrate the remaining parking spaces and access routes.

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Initials	
	Confirm that the occupant load for the temporary patio will not exceed from the occupant load set by the Ontario Building Code for the interior of the restaurant;
	Confirm that the proposed temporary patio installation comply with the Accessibility for Ontarians with Disabilities Act (AODA). The barrier-free parking cannot be used as a patio;
	Confirm that the number of parking spaces on the designated site may be reduced to 50% of the existing number required under section 7 of By-law-2018-094;
	Confirm that the proposed temporary patio be open to the air (no tents/structures/canopies or other types of enclosures);
	Confirm that the designated Fire Route on the ground is not obstructed;
	Confirm that the temporary commercial outdoor patio will not create or become a nuisance, in particular in regard to noise for the surrounding dwellings;
	Confirm that the operator of the restaurant agrees to comply with the directives issued by the province of Ontario (Reopening of Ontario - stage 2);
	The operator acknowledges and confirms that the temporary patio will be restored once the province has eliminated the Reopening of Ontario - stage 2 or on the direction of the Township of Russell.

Declaration of Applicant:

I, _____, certify that the information contained in this application, plans and specifications is true to the best of my knowledge.

Signature of Applicant

Date

Submission of Application:

Please submit all required documents by email to:

Dominique Tremblay
Director of Economic Development,
Building & Planning
dominiquetremblay@russell.ca

Vanessa Carrière
Economic Development Officer
Vanessacarriere@russell.ca