

SIDEWALK CAFÉ AND PARKLET CAFÉ BY-LAW GUIDE



This guide explains what you need to know and the requirements that must be met before you can operate a sidewalk café or parklet café in Toronto. This guide is a plain language summary of the by-law requirements. Please see Municipal Code Chapter 742 (<https://www.toronto.ca/legdocs/municode/toronto-code-742.pdf>) for more information.

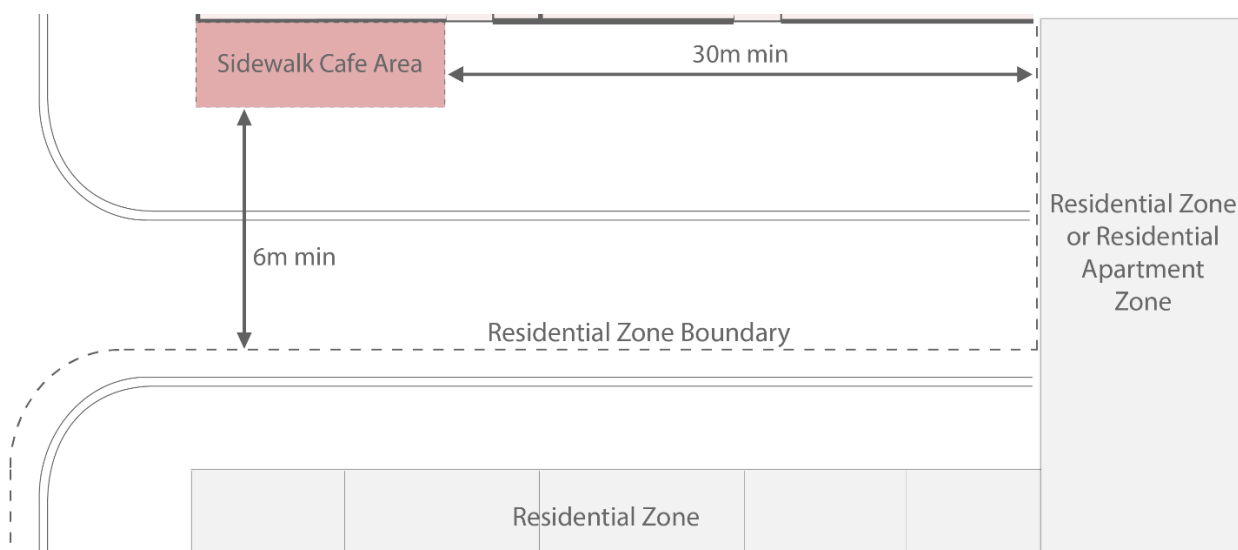
Municipal Licensing & Standards Division
Licence & Permit Issuing Office
East York Civic Centre
850 Coxwell Avenue, 3rd Floor
Toronto, ON M4C 5R1

Monday to Friday, 8:30 a.m. to 4 p.m., except on statutory holidays.
Telephone: 416-392-6700 Fax: 416-392-4515
Email: MLSroadallowance@toronto.ca

BEFORE YOU APPLY

1. Check Your Location and Property Owner's Permission

- ☐ Check that your sidewalk café is 30m from the boundary of a Residential Zone or Residential-Apartment Zone. If there is a Residential Zone or Residential-Apartment Zone across the street, you will also need a 6m separation from the closest edge of your proposed permit area to the extended boundary of the Residential Zone.
- ☐ On a local road, a minimum of 1m is required between the permit area to any entrance to a dwelling unit (e.g., where someone lives) next door.
- ☐ If you do not own the property, provide a signed letter from the owner saying they do not object to your application.
- ☐ If you are applying to transfer a permit for an existing sidewalk café, please note that new requirements apply under the bylaw for permit transfers and new applicants– see page 11 for information.



2. What Options May Fit Your Situation?

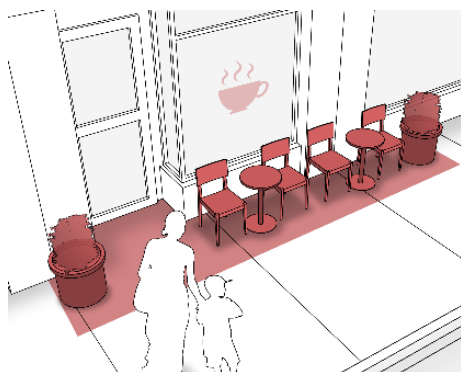
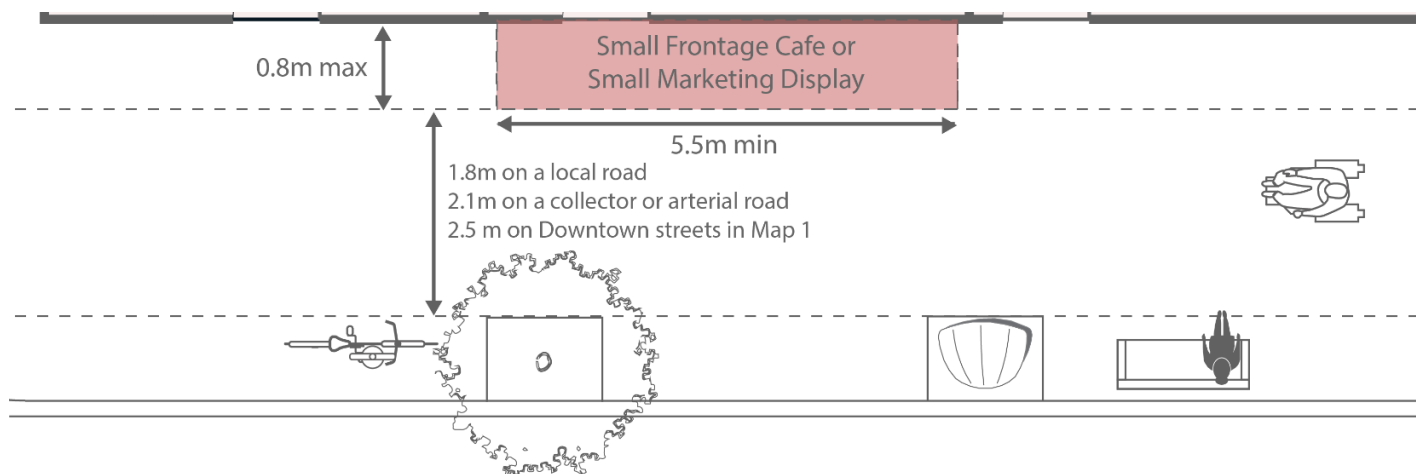
Before deciding which type of sidewalk café may fit your situation, please check the minimum requirements shown in the diagram on the next page and on pages 6 to 10:

- ☐ Enough space must be kept clear along a street block for people of all ages and abilities to walk and move safely.
- ☐ People also need space to wait for and access transit and to use street furniture such as bicycle parking.
- ☐ City staff and utility companies need space to access, repair or maintain trees/plants, fire hydrants and connections, hydro-electricity elements, natural gas connections, and other street assets for residents, businesses and visitors.
- ☐ Look up your location to find whether it is on a local street, collector street, or arterial street (minor arterial or major arterial street) by searching on this [website](#).
- ☐ Some busy streets in the Downtown require additional space for pedestrians (refer to Map 1 on page 10).

3. Small Types Allowed Without Permits (No Fees)

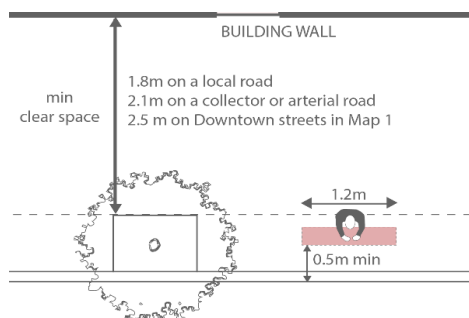
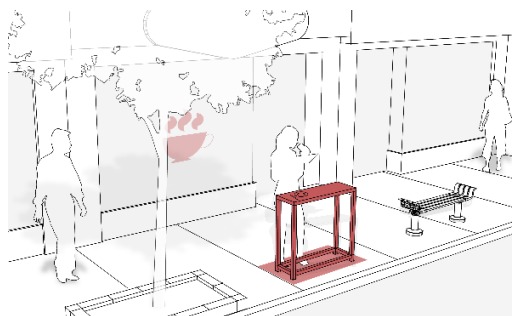
If the sidewalk is narrow, consider these small types that do not require a permit if you meet the minimum requirements:

3.a) Small Frontage Café



- ✓ Must be located against the building wall
- ✓ Must have white cane-detectable planters at each end
- ✓ Must meet minimum separation to utilities and elements on page 9
- ✓ No umbrellas, fencing or enclosures
- ✓ Alcohol is not permitted
- ✓ Tables, chairs and displays removed after business hours
- ✓ No A-frame sign adjacent on the sidewalk
- ✓ Maximum size is 0.8m depth x 5.5m wide

3.b) Small Curbside Standing Café Type

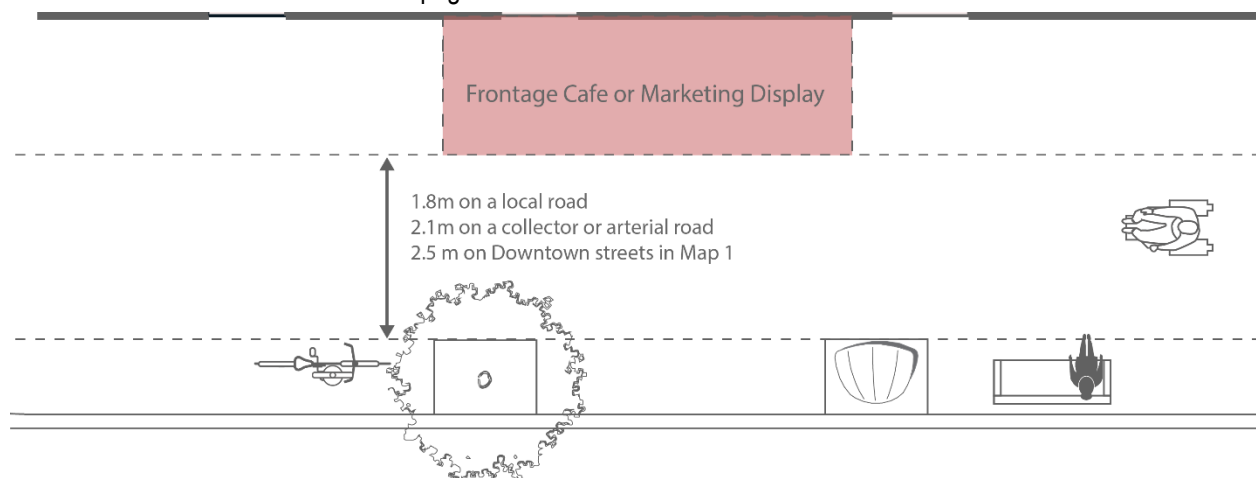


- ✓ Street has posted speed limit of 40km/hr or less (check this [weblink](#))
- ✓ Not less than 15m before and not less than 9m after nearest intersection or pedestrian crossover
- ✓ Not taller than 1.2m (top of standing café table to sidewalk surface)
- ✓ All parts, including customers, are in the furnishing and planting zone
- ✓ No seating, umbrellas, fencing or enclosures
- ✓ Stable, sturdy and no trip hazards
- ✓ See-through between top, legs and bottomLower rail or box frame for visually-impaired white cane detection
- ✓ Removed after business hours and from Nov 15 to Apr 14
- ✓ Must meet minimum separation to utilities and elements on page 9

If you wish to serve alcohol on your sidewalk café, a license must be obtained from the [AGCO](#) under the Liquor License Act. The café must comply with all applicable standards under the Liquor License Act, including installation of a partition. A fence or partition is not allowed for small frontage café or small curbside café.

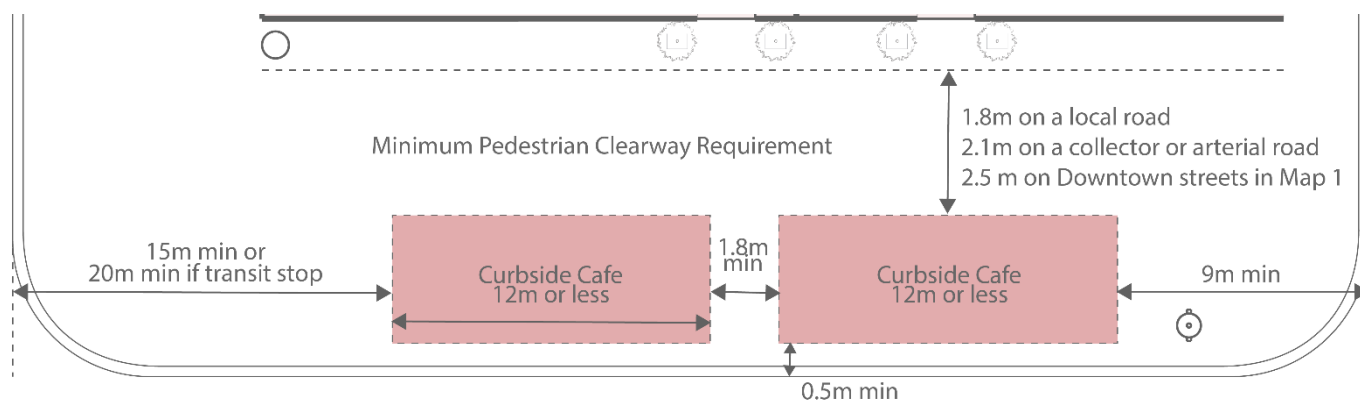
4. Frontage Café – Requires Permit Application and Fees

If you meet the minimum requirements as shown on pages 6 to 10 and pay the fees, you may apply for a permit for a frontage café. See page 8 for more details on how to measure the pedestrian clearway (the clear space and path for walking) and minimum separation distances from street elements on page 9.



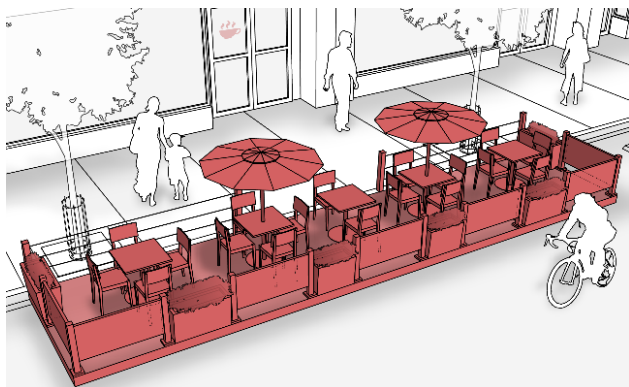
5. Curbside Cafés – Requires Permit Application and Fees

If enough space is along the curbside, you may consider a curbside café as long as it meets the requirements below. Curbside locations may be next to moving traffic which is why city staff need a more detailed review of such applications.

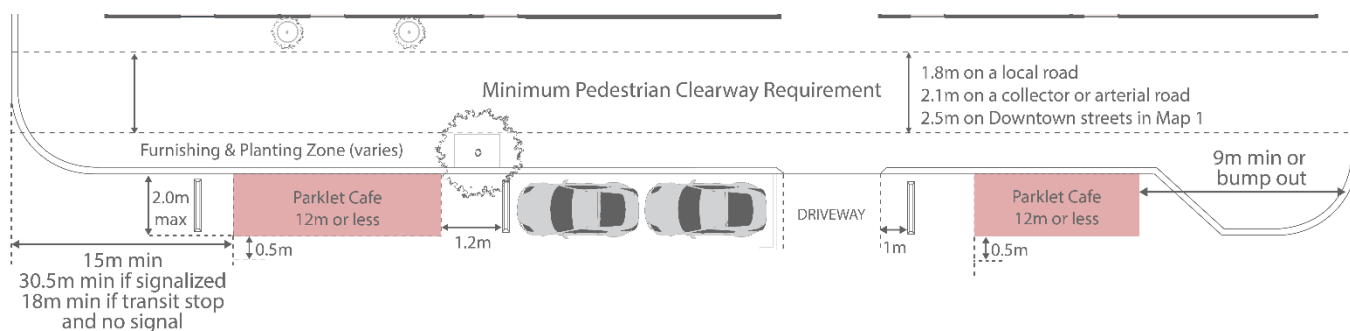


- ✓ On a street with posted and operating speeds of 40km/hour or less (to confirm your street's speed limit, call 311 or if outside Toronto, call 416-392-2489 to request this information from Transportation Services' Traffic Operations)
- ✓ Must be in front of your establishment, not extending to your neighbours' unless you submit signed letters of permission from the adjacent property owner.
- ✓ Unobstructed emergency access route conforming with Ontario Building Code and Fire Code
- ✓ Must be located 3m minimum (min.) away from any curb ramp and 1m min. from any driveway or laneway
- ✓ Must be at least 9m away if after a pedestrian crossover, or at least 15m away if before a pedestrian crossover
- ✓ Not interfere with transit stop zones, taxi zones, loading zones, and/or curbside garbage collection
- ✓ No enclosures, structures or visual screens.
- ✓ Curbside cafés must be removed entirely from Nov 15 to Apr 14
- ✓ Must meet minimum separation to utilities and elements on page 9 and other design requirements for fencing and umbrellas
- ✓ Must indicate in your proposed site plan – all of the objects if any (e.g., planters, bench, etc.) that will be between your building wall and the curbside café permit area.

6. Parklet Café – Requires Permit Application and Fees

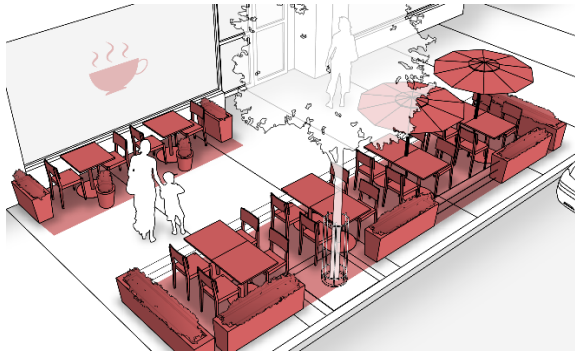


- If there is existing permanent parking with no restrictions or prohibitions at any time of day at your location, you may consider a parklet café that makes use of a parking space if the street conditions and all requirements are met.
- Parklet cafés are next to moving traffic which is why city staff need a more detailed review of such applications as well as key stakeholder input.
- Please check the parking signs on your street block and the city's [website](#) for Toronto Municipal Code Chapter 950's schedules (950-1312) for no parking, (950-1313) no stopping, (950-1314) parking for restricted periods, and (950-1315) no standing to assess your location.



- ✓ Only for an existing parking space(s) with no restrictions or prohibitions for parking, standing or stopping at any time of day
- ✓ On a street with posted and operating speeds of 40km/hour or less (to confirm your street's speed limit, call 311 or if outside Toronto, call 416-392-2489 to request this information from Transportation Services' Traffic Operations)
- ✓ Must be in front of your establishment, and not extending to your neighbours' unless you submit signed letters of consent for an extended parklet
- ✓ Unobstructed emergency access route conforming with Ontario Building Code and Fire Code
- ✓ No more than 12m continuous along any street block and at least 1.8m minimum width gap between parklet (or curbside) cafés.
- ✓ Must be located 3m minimum (min.) away from any curb ramp and 1m min. from any driveway or laneway.
- ✓ Parklet must be at least 9m away if after a pedestrian crossover, or at least 15m away if before a pedestrian crossover
- ✓ Not interfere with transit stop zones, taxi zones, loading zones, and/or curbside garbage collection
- ✓ No enclosures, structures, visual screens or jersey barriers (i.e., traffic barriers made of concrete)
- ✓ Must have a secure, stable and safe vertical barrier around the parklet, except between the parklet and the sidewalk
- ✓ Vertical barrier must be at least 0.9m tall and no opaque/non-transparent portions of the barrier can be higher than 0.9m
- ✓ Must have secure, stable and safe planters either freestanding or integrated with the parklet platform in the permit area at each end of the parklet and a wheel stop 1.2m from each end of the parklet within the permit area
- ✓ Retro-reflective marking tape at each end of the parklet and materials must minimize glare for drivers and cyclists
- ✓ Platform must be level with the sidewalk with cross slope no greater than 2% and running slope of no greater than 4%
- ✓ Platform must safely bear weight of people and elements on the platform; be stable, safe and slip-resistant; accessible between sidewalk level and the platform; and comply with the standards for decks, platforms and ramps in the Accessibility for Ontarians with Disabilities Act and the Ontario Building Code
- ✓ Not block stormwater drainage and flow of water on the street
- ✓ Cannot be used as a detour of the existing sidewalk
- ✓ Must be removed entirely from Nov 15 to Apr 14.
- ✓ Minimum separation to utilities and elements on page 9 and other design requirements for fencing and umbrellas
- ✓ Note: Fees are per parking spot and represented as a monthly fee to recover Toronto Parking Authority (TPA) revenue. Any size greater than one parking spot (2m by 7m) is rounded up, as TPA will not be able to use that spot. Fees are charged for the total number of months planned for the parklet café and must be paid upfront as part of permit issuance.
- ✓ If approved, parklet cafés can only be installed once per café season. Reinstallation requires an application renewal fee and review process to ensure design requirements are met, and all affected stakeholders (e.g., traffic operations, TTC, utilities, solid waste, loading/delivery zones, etc.) are consulted.

7. Sidewalk Café Combinations



- If sidewalk conditions permit, you can combine any of the combinations outlined above. Examples include a combination Curbside and Parklet Café; Frontage and Curbside Spilt Café; and Frontage Curbside and Parklet Café Combination. To do this you must meet all of the related requirements, and your site plan must show all configurations and dimensions. The example in this image shows a combination Small Frontage Café and a Curbside Café.

8. Extended Options for Sidewalk Cafés – Requires Permit Application and Fees

- If you have the agreement of your neighbouring property owner, and you think there is an opportunity to extend (or stretch your proposed permit area) across the frontage, or curbside, or parking space (for parklet cafés) in front of your neighbour's establishment, then you can apply for an extended sidewalk café provided that you meet the pedestrian clearway requirements and minimum separation to utilities and street elements on page 9.
- A written letter of consent from the adjacent property owner is required that is satisfactory to the City that acknowledges they are providing consent for the term of the permit.
- Note that consent can be revoked by the adjacent property owner at any time.

9. ADDITIONAL DESIGN REQUIREMENTS

Pedestrian Clearway Requirements

- Enough space must be kept clear along a street block for people to walk and move safely. The pedestrian clearway requirements are based on [street types](#): no less than 1.8m for local roads, no less than 2.1m for collectors and arterials (both minor and major arterial streets), and no less than 2.5m on Downtown streets in Map 1 where the sidewalk is at least 5m or wider.
- Instructions on how to measure the pedestrian clearway are on page 8. The minimum width is measure from the edge of the permit area to the nearest object or to the back of curb as shown on page 8, and the walking path must not have sharp changes.

Fencing and Options for Sidewalk Cafés

- Fencing or other detectable features help people with low vision or no vision to find their way on our sidewalks.
- If you wish to serve alcohol on your sidewalk café, a licence must be obtained under the Liquor Licence Act. The café must comply with all applicable standards under the Liquor Licence Act, including the installation of partitions
- Fencing requirements are based on street type. Look up your location to find whether it is on a local street, collector street or arterial street by searching on this [website](#).

On arterials and collectors, frontage cafés and curbside cafés must have fencing or cane-detectable planters, because these are busier streets with more people walking and greater accessibility challenges. Additional requirements:

- ✓ Easily removable and located around the permit area
- ✓ Sturdy and self-supporting or supported by removable plates attached to surface of the permit area
- ✓ Not go below the surface of the sidewalk with footings other than bolts
- ✓ Not create trip hazards, extend past the permit area, or attached to Heritage properties, trees, street elements or utilities
- ✓ Provide an accessible entrance to the permit area of a minimum width equal to the establishment's entrance or least 1.0m width
- ✓ At least 1.2m from any fire hydrant
- ✓ Fire connections and pumper must be visible and accessible from the street for Fire Services
- ✓ Curved or angled at street corners for unimpeded pedestrian movement
- ✓ Not impede sightlines near intersections
- ✓ Must meet dimensions shown in the diagrams on the following page:

Diagram 1 – Fencing Requirements

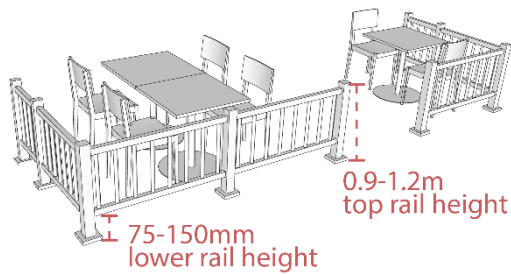
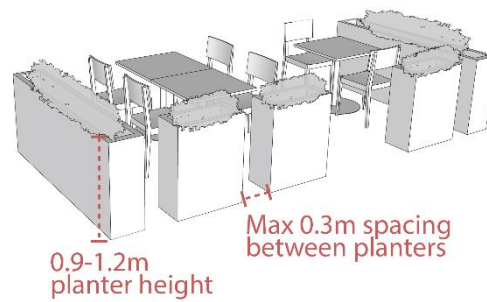
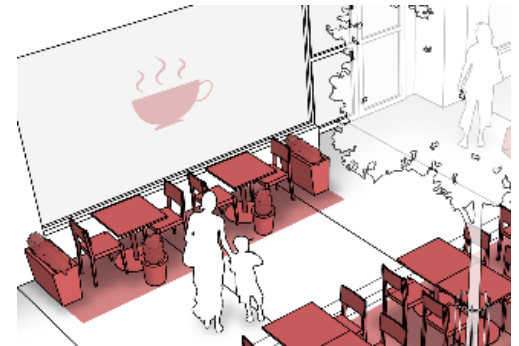


Diagram 2 - White Cane Detectable Requirements for Planters



On local roads, frontage cafés do *not* need a fence, but must have cane-detectable planters or elements at each end of the patio.

Cane-detectable means that a person with low vision or no vision (blind) that is finding their way on the sidewalk with a white-cane – can use the cane to tap against the bottom of the planters, such as the ones shown in diagram 2.



Surface Grading and Paving

- In general, surface grading and paving will not be needed, but if the surface of the proposed permit area is not level with the sidewalk or is not already paved, the applicant will be required to pave and maintain the part of the sidewalk/boulevard to the satisfaction of the [General Manager, Transportation Services](#).

Awnings and Umbrellas

- Authorization is required prior to installation of an awning.
- Awnings are only permitted for frontage cafés and require City approval and separate fees. See application checklist on page 12.
- Awnings and umbrellas must be at least 2.1m above the level of the street or sidewalk so no part of the frame, curtain, canopy or fabric or part of these is any lower.
- All parts of any umbrellas in a curbside café must be set back at least 0.8 metres from the curb face.
- All parts of any umbrellas on a parklet café must be set back at least 0.8 metres from the parklet edge adjacent to the travel lanes and parking spaces
- Awning must be easily removable or retractable, and cannot be attached to the surface of the sidewalk.



Visual Screens

- Frontage cafés located on a local road must have a visual screen at the end of the permit area facing a residential area with:
 - ✓ Max. height of 1.8m
 - ✓ Must not pose risk to public safety, obscure sightlines for transit safety and operations or obscure traffic control sign
 - ✓ Must not obscure heritage building feature(s)

Decks

- ☐ Authorization is required prior to installation of a deck.
- ☐ Decks will only be permitted on frontage cafés on a local road where the sidewalk slope is greater than 5% or for mature tree protection
- ☐ Must not be higher than what's needed to provide a level area
- ☐ Cannot be attached to the street or constructed over any utilities or maintenance holes, or impede drainage
- ☐ A skirt or screen is required to cover the gap/opening between the sidewalk and the bottom boards of the deck
- ☐ Must have a 1m minimum (min.) gap in the railing to provide wheelchair access
- ☐ Design specification plan must include the sidewalk slope as a percentage (%), and show the calculation from this
- ☐ Must comply with the [Accessibility for Ontarians with Disabilities Act](#) and [Ontario Building Code](#)

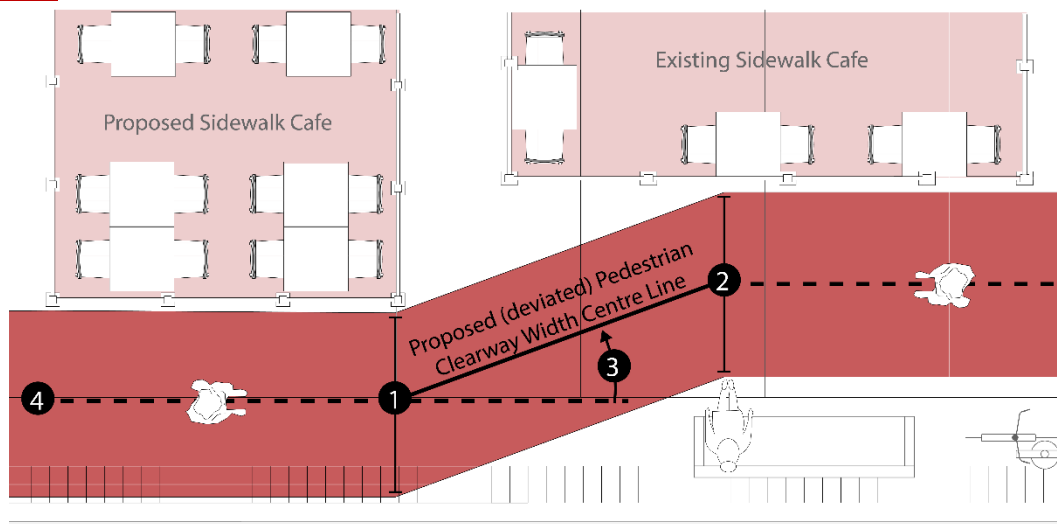
Lighting

- ☐ Must be temporary fixtures and comply with all applicable safety standards and codes
- ☐ Not have any power cables or lighting elements running on or over the pedestrian clearway!
- ☐ Must avoid casting glare for people's eyes as they pass by and on nearby properties
- ☐ Not attached or affixed to street elements, trees or utilities
- ☐ Must obtain power from a private source or BIA where BIA permission is granted
- ☐ Must be removed from Nov 15 to Apr 14 unless qualifying to be a year-round frontage café

Heating Elements

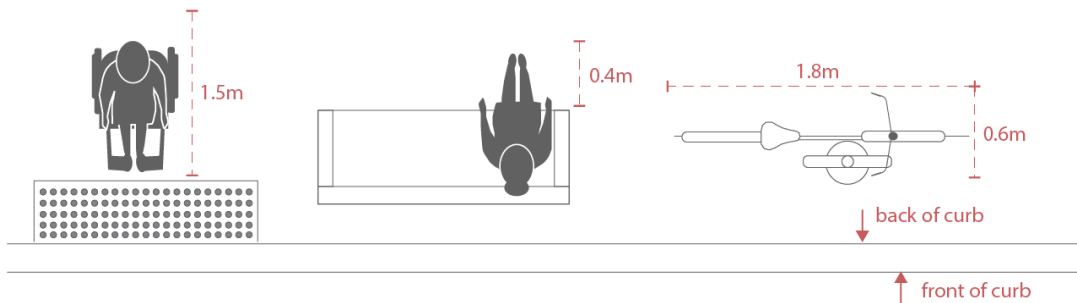
- ☐ Any requests for radiant heaters, portable propane heaters, or barbecues must obtain written approval from the City, and must meet all safety certifications and specifications under the by-law sections 742-10.8 to 742-10.11.

HOW TO MEASURE THE PEDESTRIAN CLEARWAY



As shown in diagram above, the pedestrian clearway width must be along the full length of the permit area and not change in direction more than 20 degrees along a street block for accessibility for the blind and people with mobility issues.

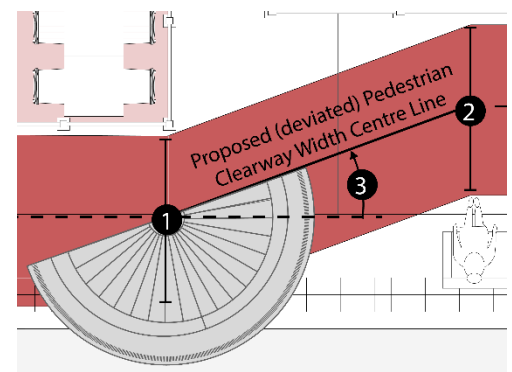
- 1 Draw a line from the outer limit of your proposed permit area to the nearest obstruction and if no obstructions, to the *back of the curb. Draw a dot in the midpoint of this pedestrian clearway. Note how obstructions must be measured in the examples below, you need to include the bike for bike rings, the person's legs and feet at a bench, and for the accessible transit stops – you must include the measure for a person in a wheelchair using the accessible ramp.



- 2 Draw a line from the outer limit of your neighbour's sidewalk café to the nearest obstruction and if no obstructions, to the back of the curb. (see examples above) Draw a dot in the midpoint of the pedestrian clearway in front of your neighbour's area. Note: if the pedestrian clearway next door is wider than the minimum requirement, only the continuous minimum width will be used for its midpoint, because otherwise, it'd result in a bigger change in path.

- 3 Measure the angle or change in direction of the pedestrian path.
 - Draw a solid line connecting the midpoints from steps 1 & 2.
 - Draw a dotted line that extends straight and parallel to the curb through the midpoint from step 1.
 - The angle is measured by laying a protractor over dot 1 and lining the bottom of the protractor along the line connecting 1 & 2. The angle will be shown between the dotted line and the solid line.

- 4 Repeat steps 1-3 for the neighbour on the other side of your proposed sidewalk café area, if applicable.



Note: For curbside permit areas, the pedestrian clearway will be between the curbside area and the building frontage, so its width will be measured from the edge of the permit area next to the pedestrian path to the closer of the nearest obstruction on the sidewalk or the building itself (often, the property line).

MINIMUM SEPARATION DISTANCES

Public streets must serve everyone including providing utilities (e.g., electricity, gas, fibre optics/communications equipment, fire services) and key access for people of all ages and abilities and key services such as lighting, public transit, greenery, and street furniture. These street features must be able to be used for their intended purpose, accessed and maintained. **These are not the pedestrian clearway requirements, which still must be met for pedestrian movement.**

Street Furniture or Utility	Minimum. Separation Distances (m)	
	Fixed café elements (i.e. café fencing)	Movable café elements
bicycle ring**	2.5	2.5
catch basin**	3.0	3.0
fire hydrant or fire connections (Siamese)*	1.2	1.2
gas assets or gas meters	0.6	0.3
hydro cable chamber (from lid edge)*	2.0	0.3
hydro padmount transformer or switchgear*	3.0	3.0
hydro vault (from edge)*	1.0	1.0
Intersection or pedestrian crossover****	3.0	3.0
maintenance access point	1.0	none
other utility pole	0.6 for local street or 1.0	0.3
street light	0.6 for local street or 1.0	0.3
planter*	1.0	0.3
postering column**	1.5	1.5
street furniture: bench, garbage/recycling bin, news corral, parking ticket kiosk*	1.0	1.0
street tree* and ***	1.0	0.3
traffic or parking sign pole (not at an intersection)	0.3 for local street or 1.0	0.3
traffic signal / control box (not at an intersection)	1.0	1.0
transit shelter with ads or InfoPillar with ads**	5.0	5.0
transit stops/transit stop markers or transit shelters without ads**	2.5	2.5
wayfinding signs (no ads)**	3.0	3.0

Street furniture or utility listed without any asterisk (*) may be located within proposed permit area if approved by the city and requires the minimum distance around the object (minimum radius).

* must be measured as a minimum radius width from the street element or utility

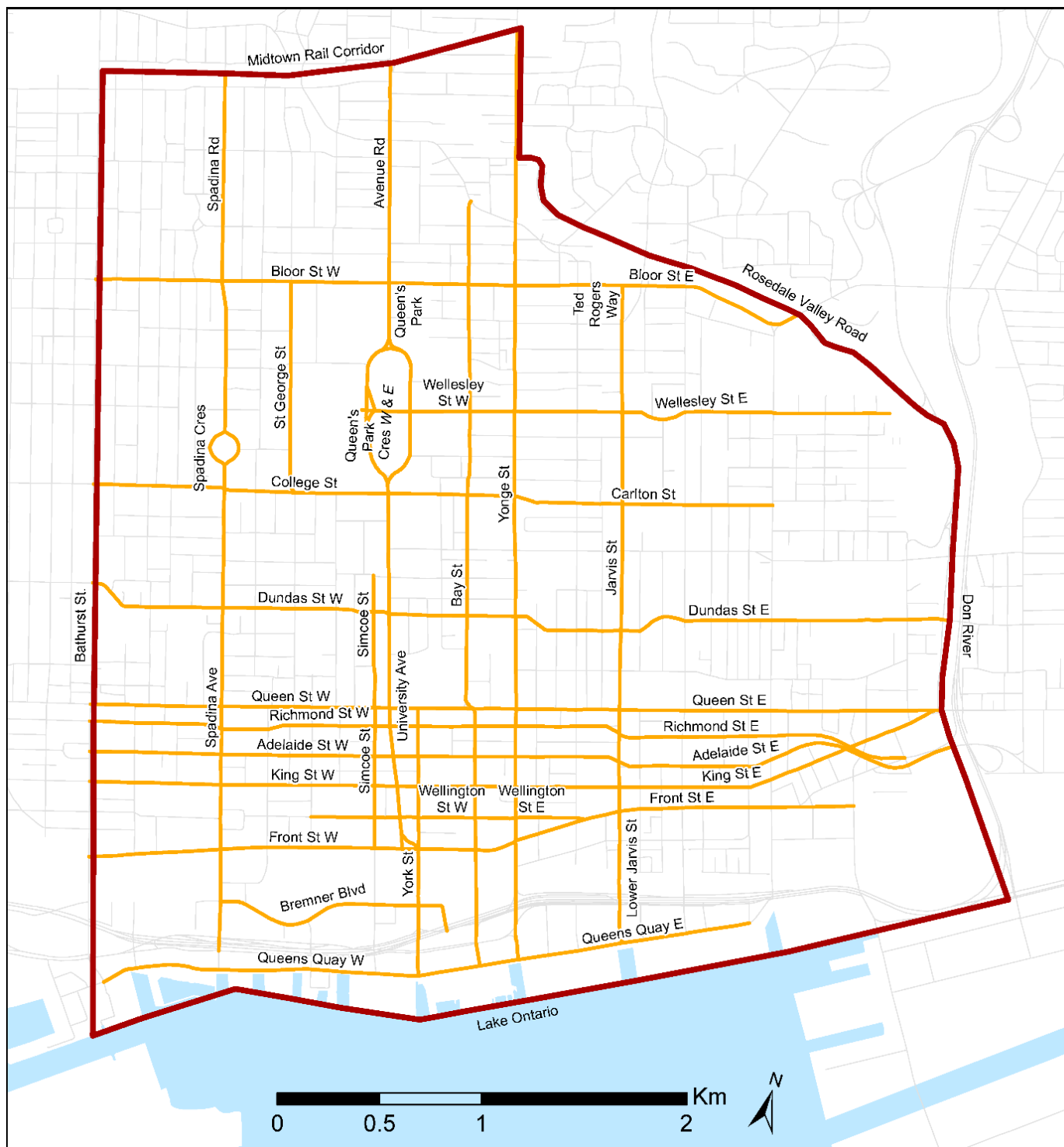
** must be measured as a minimum linear distance along the curb edge; and for transit stops/shelters must have a minimum 2.4m width for the transit platform area where transit riders get on/off

*** café elements must not be placed on open soil or soft surfaces adjacent to street trees, nor be fixed to the tree pit surface, so Urban Forestry has full access

**** intersections and pedestrian crossovers require adequate space for people of all ages and abilities waiting to cross the street and for safety and visibility. Additional separation distances are required for curbside and parklet cafés for visibility and road safety.

MAP 1: Downtown Streets where Wider Pedestrian Clearways are Required for Sidewalks Wider than 5 Metres

For the Downtown streets in Map 1, where the distance from the building face to the face of the curb is at least 5 metres, the pedestrian clearway must be at least 2.5 metres unless a different minimum is determined by the General Manager (such as in the case of a Community Council-approved plan like a precinct plan or master plan). The building face is considered the face of a building's exterior wall at ground level. A wider pedestrian clearway will help maintain the function and character of these streets.



PERMIT TRANSFERS

- Existing permit holders that want to transfer their permit must let potential new applicants (e.g., potential buyers / new permit holders) know that this may result in a reduced size for the permit area to meet the City's by-laws.
- For a permit transfer to be approved, it must meet the requirements for the pedestrian clearway on pages 6 and 8, fencing on pages 6 and 7, visual screens on page 7, accessibility on pages 6 to 8, minimum separation distances on pages 9, and hours of operation in the current City's by-laws as well as no objections from the local Councillor.

Other Questions

What if the location of my application does not meet the pedestrian clearway requirements in the by-law?

- If applications do not meet the minimum pedestrian clearway requirements or minimum separation distances on pages 6, 8 and 9, they are refused. If an applicant believes they are very close to meeting the requirements and wishes to appeal a refusal that is related to the pedestrian clearway requirements and/or parklet location or design requirements, they may submit an appeal within 14 days of receiving notice of the refusal. Contact the office on page 1 for details.

What if my application is refused for other reasons than the pedestrian clearway or parklet location or design issues, and I want to appeal it, for example, because I disagree with public objections that led to the refusal?

- Within 14 days of receiving notice of refusal, you must submit an appeal - contact the office on page 1. A report will be required for Community Council that has the applicant's reasons for the appeal, the city's reasons for refusal, and a notice will be provided to the applicant about which Community Council meeting will hear the appeal.

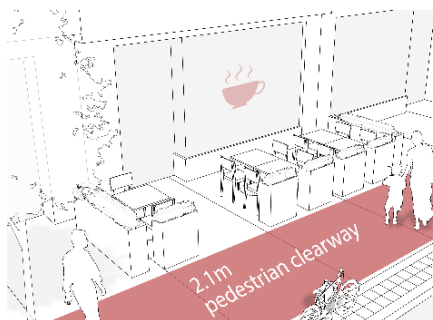
What is a retractable café and when is it suitable?

- Where a sidewalk is very constrained by space and there are high pedestrian volumes, there may be an option to consider a retractable café: During morning periods, the café furnishings and planters are removed (stored elsewhere) or stacked against the building frontage, to make more room on the sidewalk for people on foot and when the sidewalk café is in operation, the café furnishings and elements are set up. (see images below) In all cases, the minimum pedestrian clearways and separation distances to utilities and elements would need to be met, as well as the fencing/planter requirements. This option may be considered, for example, when aiming to achieve a higher pedestrian clearway for busy main streets. This option requires a permit and fee, and approval from ML&S and Transportation Services.

5-10AM
During morning periods, the sidewalk café is retracted, providing space for commuting pedestrians



10AM-BUSINESS CLOSE
From 10am to business close, the sidewalk café is expanded to its permitted configuration



I want to have an enclosure around my proposed permit area? Is this allowed?

- Enclosures are not allowed on the public sidewalk because they are difficult to remove and become permanent-like structures on the public sidewalk that pose issues for Fire Services and the Building Code. They are also problematic for the assessment of property taxes when MPAC considers the area that is enclosed.

HOW TO APPLY FOR A PERMIT

- ☐ Complete the application form in this package and pay the application fee at the office listed on page 1.

Use this Checklist:

Complete? Yes (✓)	Ensure your application is complete by putting a checkmark (✓) if you've included the item. No checkmark means you're missing the item and your application cannot be processed.
	A copy of your business licence or the business licence number issued from Municipal Licensing & Standards.
	Enclosed Certificate of Insurance (original form only) completed, signed and stamped by an authorized agent
	3 photos of the location: one face on and the others from each side on the sidewalk (see samples photos)
	3 copies of your site plan drawing - see sample drawing and requirements. Note that parklet drawings must be prepared by and stamped by a professional architect, engineer or landscape architect.
	3 copies of your fencing (or planters) drawing - see sample drawing and requirements on page 6
If applicable to your location, put a checkmark (✓) if you've included the item. Put N/A for not applicable.	
	Letter of permission signed by the property owner (with their contact information) if not your property and/or letter of permission signed by your neighbouring property owner (with their contact information) if you propose an extended permit area across a neighbouring frontage area or curbside area or parklet area
	If applying for an awning over the area, 3 copies of detailed drawings with the awning location, design, dimensions and mechanical specifications for its framing, mounting and materials and a certificate indicating the Fire Proof Rating of the fabric/materials. Attach applicable permit approvals from the Chief Building Official, Heritage Preservation Services if your building is on the Heritage Register .
	If your location is on a local road, 3 copies of your visual screen drawing
	If your location is on a local road and the sidewalk is sloping, 3 copies of your deck or platform drawing and construction plans. Show all elevations and dimensions.
	If the area needs to be paved, landscaped or physically altered , you must submit detailed plans to Transportation Services for a Construction Permit . A copy of the approved plans is required to process your application. Note that the tree planting fee may also be applicable (see below)
	If applying for heating equipment (e.g., radiant heater, propane heater or barbeque) in the permit area, you must attach the certifications and documentation required under the by-law sections 742-10.8 to 742-10.11.
	If changes / alternations to the building are to be done to accommodate the café installation (e.g., entrances, windows, foundation changes, etc.) you must apply for a Permit from the Buildings Division . If your building is on the Heritage Register, a heritage permit may also be required.
Applicable fees must be paid. Put a checkmark (✓) if you've paid. Put N/A for not applicable.	
	\$865.00 plus HST for sidewalk café applications. Non-refundable application fee made payable to Treasurer, City of Toronto.
	*Permit application will not be issued and/or renewed if there are any outstanding Provincial Offences Fines. Proof of payment required.
	Note: If the proposed sidewalk café area is suitable for tree planting (e.g., grass or sod), a non-refundable tree fee in the amount of \$650.00 may be required to offset the lost opportunity of having a tree in the location. This requirement will be determined during the application review period.

Operating Name for Restaurant		Application Number: (Office Use Only)
Address of Restaurant		Postal Code
Business Telephone No.	e-mail address	
Name of Contact (Owner)		
(First Name) (Surname/ Last)		
Business Mailing Address	Postal Code	Proposed Dimensions m X m
Name of Corporation, Business or Partnership of the Restaurant		
Municipal Licensing & Standards Business Licence No. (provide a valid copy)		Expiry Date
Which type of Café are you applying for:		
<input type="checkbox"/> Sidewalk <input type="checkbox"/> Curbside <input type="checkbox"/> Parklet <input type="checkbox"/> Combo		
Are you applying to use a barbeque within the proposed café?(Local Roads ONLY)		
<input type="checkbox"/> No <input type="checkbox"/> Yes		
Are you applying to have an awning(s) over the proposed café?		
<input type="checkbox"/> No <input type="checkbox"/> Yes arterial - local - collector		
Are you applying to use a heater(s) within the proposed café?		
<input type="checkbox"/> No <input type="checkbox"/> Yes - radiant or propane		
<p>Disclaimer: By signing this application, you are representing that all the information submitted with this application is accurate and current to the best of your knowledge. It is an offence under City of Toronto Municipal Code Chapter 742, to knowingly provide false information in a statement, affidavit, application or other document prepared, submitted or filed under the Chapter. You also agree that if anything in this application is false, misleading or fraudulent, City staff may refuse your application or cancel your permit.</p>		
<p>The following items are being submitted with your application:</p>		
<p>a. A non-refundable administrative fee of \$865.00 NOT including HST (subject to change without notice).</p> <p>b. An engineered/ stamped architectural/ professionally drawn sketch and current photographs (3) which clearly show all relevant dimensions, the location of the street and City sidewalk, side property line(s), fence enclosing proposed café area, utility poles, fire hydrant, trees, etc., and paving material. If required to pave a portion of the proposed area more documents may be required including a permit from Transportation Services and a more detailed drawing.</p> <p>c. Copy of Municipal Licensing & Standards Business Licence.</p> <p>d. Third party liability insurance policy, satisfactory to Municipal Licensing and Standards</p> <p>e. A certificate from the Technical Standards and Safety Authority (Canada) is required for operators and equipment, if applying for propane operated equipment (barbeques or heaters) within the cafe area.</p> <p>f. Fence sketch - Maximum height not to exceed 1.2 meters and must be removable construction.</p> <p>g. Letter of permission/use from property owner or adjacent business owner (when sidewalk café extends beyond property line).</p>		
<p>Upon approval of your application, it will be necessary to:</p>		
<p>1. Enter into an agreement with the City of Toronto.</p> <p>2. Install approved fence around the perimeter of the café and remove fence at the end of each café season – unless being used year-round (Storage not permitted).</p> <p>3. Pay an annual fee for the use of the boulevard in accordance with the former City of Toronto Municipal Licensing Code, Chapter 742.</p>		
<p>Operations of the café, any required construction, etc. is not permitted within the City boulevard until all approvals have been granted, permits issued and agreements executed.</p>		
<div style="border-top: 1px solid black; width: 100%;"></div>		<div style="border-top: 1px solid black; width: 100%;"></div>
		Date (mm/dd/yyyy)
<p>By Signing above you acknowledge that you are aware of the applicable By-Law(s) and its requirements. You agree that the City can send you notices by email and that any notices sent by e-mail are "deemed" to have been received on the day they were sent or if sent after 5:00 pm that they are deemed received on the following day.</p>		

To be completed only by the insurer or by its representative.

Name of Insured and Operating Name	City of Toronto Contact Name, Address, and Telephone Number: Municipal Licensing and Standards Road Allowance 850 Coxwell Avenue, 3rd Floor Ontario, M4C 5R1	
Address and Telephone Number of Insured:	MLSRoadallowance@toronto.ca	
	<u>Address for R53 Permits Only</u>	
Operations of the name insured for which this Certificate is issued	Permit Number:	

Commercial General Liability – Minimum Limit to be evidenced - \$2,000,00.00				
Insuring Company	Policy Number	Policy Limit(s) (\$ per occurrence)	Effective Date (yyyy-mm-dd)	Expiry Date (yyyy-mm-dd)
Primary Insurer:				

PROVISIONS OF AMENDMENTS OR ENDORSEMENTS OF LISTED POLICY(IES)

Commercial General Liability is extended to include Bodily Injury Liability, Contractual Liability, Owner's and Contractor's Protective Coverage, Products-Completed Operations, Contingent Employers Liability and Non-owned Automobile Liability.

The City of Toronto has been named as an Additional Insured but only with respect to liability arising out of the operations of the Insured for which a permit, license or agreement has been issued by the City of Toronto.

The Commercial General Liability policy(ies) identified above shall protect each insured in the same manner and to the same extent as though a separate policy has been issued to each but nothing shall operate to increase the limits of liability as identified above beyond the amount or amounts for which the Company would be liable if there had been only one Insured.

If insurance is placed in primary and excess layers, file Separate certificates for each. If a facsimile has been transmitted, the original certificate must follow. The Commercial General Liability policy(ies) identified above shall apply as the primary insurance and not excess to any other insurance available to any of the Additional Insured as set out in Paragraph 2.

If the policy is canceled or changed in any manner, for any reason, during the period of coverage as stated herein so as to affect this certificate, thirty (30) days prior written notice (ten (10) days if cancellation is due to non-payment of premium) by registered mail will be given by the insurer to:

Municipal Licensing &
Standards 850 Coxwell
Avenue, 3rd Floor Toronto,
Ontario M4C 5R1

CERTIFICATION

I certify that the insurance is in effect as stated in this Certificate and that I have authorization to issue this Certificate for and on behalf of the Insurer(s). This Certificate is valid until the expiration date(s) stated in the "Expiry Date" provision, unless notice is given in writing in accordance with the provision of this Certificate.

Date (yyyy-mm-dd)	Broker's or Insurer's Name and Address	Signature of Certifying Official
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SITE PLAN DRAWING – Requirements

Your site plan drawing must meet the following specifications:

Format

- ❑ Paper size: Drawings must be provided on paper no larger than 11" x 17", and folded in sets to dimensions of 8.5" x 11" with the title block facing up.
- ❑ Scale: All plans must be drawn to scale in metric. The scale must be noted in the plan and must use a minimum 1:100 scale of **1cm=1metre** (m). North arrow must be shown.
- ❑ Legend: A legend must be provided showing what the lines and objects mean in the drawing – with clear labels.
- ❑ Readable: Must use minimum font size of 11pt. Use black ink, not light coloured or faded ink, or it will be refused.

What Must be Shown

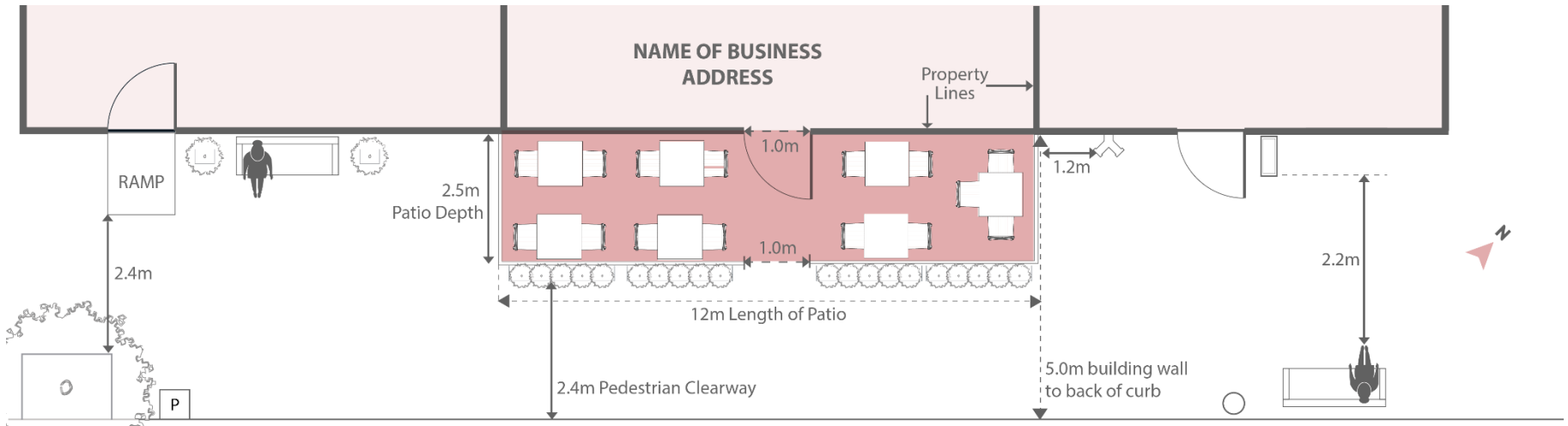
Show the view from above and must include and label the following:

- ❑ Property lines (extended to the street), name of business, and address
- ❑ Exterior walls of buildings including doors and windows, and all entrances/exits (location and widths)
- ❑ Street lines and curb, and street names
- ❑ Width of sidewalk from the building wall to the back of the curb
- ❑ Plan view must extend at least 5m to either side of the proposed permit area and show all objects on the sidewalk; including but not limited to fire connections, gas/electric/phone/internet equipment, trees/tree grate/planters, benches, bicycle parking, waste bins, transit stops/shelters, accessible transit ramps, utility covers, loading/delivery zones, taxi stands, parking meters, street vendors, A-frame signs, sign posts, newspaper boxes, and anything else on the sidewalk. Show measurements indicating their location relative to the edge of the proposed permit area. (see page 9)
- ❑ Proposed permit area (showing the outer edges) and the dimensions (width and depth):
 - Outer edge will be measured from the outer most feature of your proposed permit area, i.e., hanging fence planters are the outer edge.
 - Location and dimensions of the accessible entrance/exit to the proposed permit area.
 - Proposed elements and their location and dimensions (e.g., tables, chairs, umbrellas, heaters, fencing/railings, hanging fence planters, standing planters, heating elements/BBQ, etc.) to be located in the permit area
- ❑ Pedestrian clearway measurements: distance between outer edge of proposed permit area to nearest object or back of the curb (see page 8). Nearest object assumes the use of the object, e.g., person sitting on bench or bike locked to bicycle parking ring. Note the same for your neighbouring properties as shown on page 8.
- ❑ Show All Requirements Met: Make sure your site plan shows all the design requirements are met for your proposed sidewalk café. Look at the earlier pages on each type. For example, if you're applying for a curbside café – show all the requirements from pages 3 to 4 and 6, or a parklet café – show all the requirements from pages 4 to 6 and show all objects in the street including parking spots, and adjacent travel lanes/bicycle lanes, streetcar tracks, etc..
- ❑ If on a local street, show that there is 30m clearance from the nearest residential zone and/or 6m clearance from the extended boundary if across the street; and show the visual screen location and dimensions.
- ❑ **Drawings and photos that are missing information, fraudulent, or show incorrect information will be refused and require re-submission, and will delay the review of your application.**
- ❑ For parklet applications, your site plan and design drawings must be prepared by and stamped by a licensed architect, engineer or landscape architect.

Three Photo Views* – Requirements

- ❑ Mark the proposed permit area in visible chalk on the sidewalk or street, so that it can be seen in your photos.
- ❑ Attach 3 photos (8.5" x 11" size) – one for each of the following: 1) view of the front of your property including the full width of your property and the sidewalk in front of your property, 2) left view of your property showing the sidewalk parallel to the street and 3) right view of your property showing the sidewalk parallel to the street.
- ❑ Photos must show the whole sidewalk area including the view to the curb and the neighbouring properties, and all sidewalk objects and elements. Take up-to-date photos. Google Streetview cannot be used.
- ❑ *Note: Additional photos are required if applying for a frontage and flankage – two sets of photos are required. Additional photos are also required for curbside café applications showing the curb lane; and for a proposed parklets showing the curb lane or parking lane and for the street block.

SITE PLAN SIDEWALK CAFE DRAWING – Sample



STREET NAME

Proposed patio area: 30.0m²
(total square metres)

LEGEND

Chair

Table

Street Bench

P Parking Meter

Street Light/Hydro Pole

A-Frame Sign

Fence

Planter

Concrete Raised Tree Planter

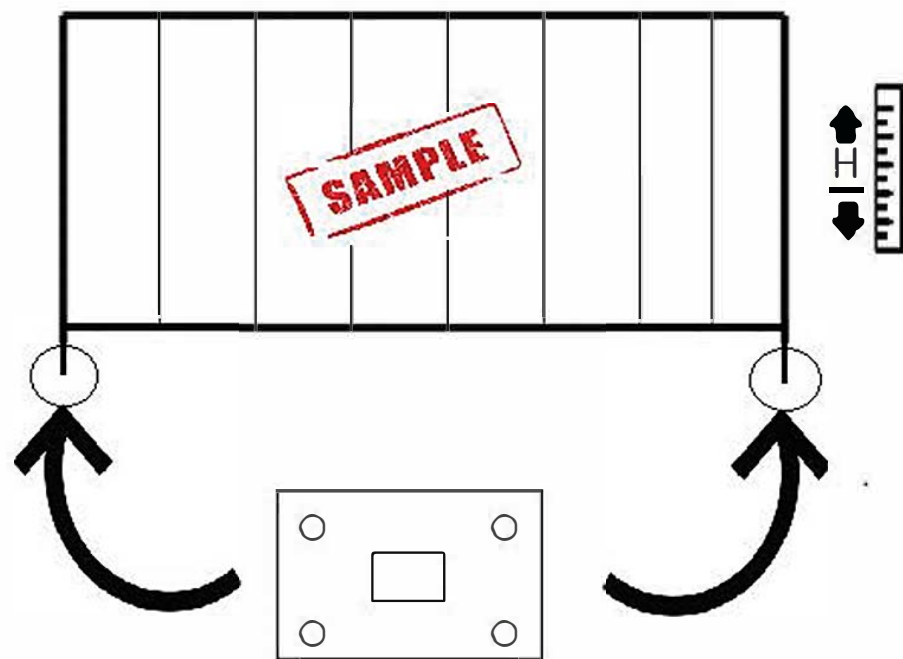
Fence Planters

Fire Connection

Door Entrance

Scale 1cm=1m (1:100)

SAMPLE CAFE FENCE SKETCH



BOLTED METAL PLATE MUST BE DRAWN

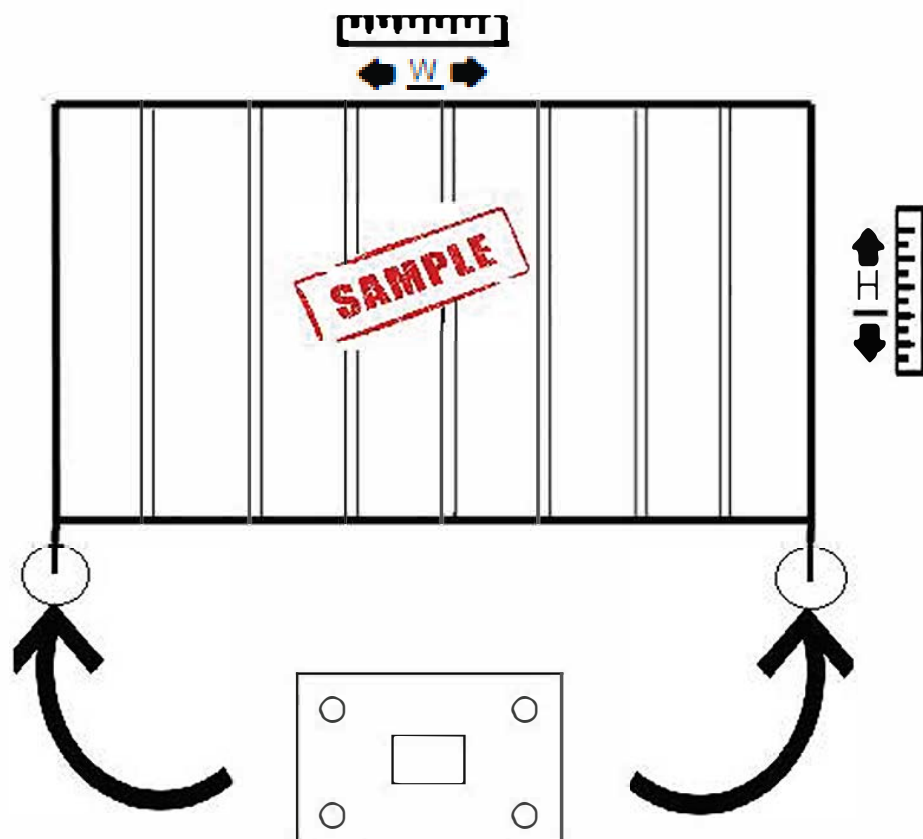
MAXIMUM HEIGHT
ALLOWED 0.914M - 1.2M

**THIS IS JUST A SAMPLE
SKETCH. PLEASE ADVISE
ON THE MATERIAL
YOU ARE PLANNING TO
USE TO CONSTRUCT THE
PROPOSED FENCE.**

BUSINESS NAME
OPERATING NAME
BUSINESS ADDRESS

SAMPLE VISUAL BARRIER FENCE SKETCH

FOR BUSINESSES ON A CORNER LOT ONLY; LOCAL ROAD ONLY



BOLTED METAL PLATE MUST BE DRAWN

WIDTH OF VISUAL
BARRIER WILL BE AS
WIDE AS PROPOSED
CAFE AREA

BETWEEN WOODEN SLATS
AND 2-3 INCHES APART
-OR-
OVERLAPPING BOARDS
DESIGN

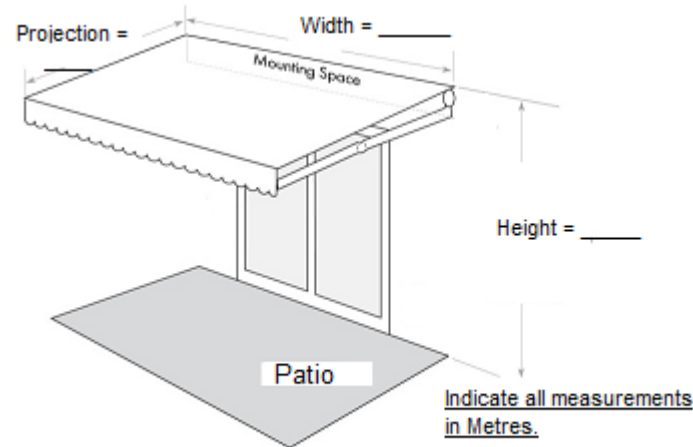
MAXIMUM HEIGHT 2.0M



FOR ANY INQUIRIES:
MLSROADALLOWANCE@TORONTO.CA



SIDE ELEVATION OF A TYPICAL AWNING



YES NO

- | | | |
|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Will the awning be supported on a framework which will be secured to the building? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will any part of the awning or its framework (except the "curtain") be less than 2.36 m (7'9") above the level of the street or sidewalk? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will the curtain be less than 2.13m (7'0") above the level of the street or sidewalk? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will information other than the business address & telephone number appears on the awning? (if yes, separate approval is required from Buildings Division) |

Please provide measurements in the appropriate boxes for whichever of the above styles most closely matches your proposed awning, a **Certificate of Fire Proof Rating Required** and a **fabric sample 5 cm x 5 cm** (2 inches x 2 inches).

CERTIFICATE OF FLAME RETARDANCY - THIS IS A FICTIONAL SAMPLE

Certification is hereby made that: (only "a" or "b" as checked below applies)



- a) Flame retardants refer to a variety of substances that are added to combustible materials to prevent fires from starting or to slow the spread of fire and provide additional escape time.
- This is a sample certificate - you will need to contact an awning specialist to provide you with an actual letter or certificate declaring the material on your awning as safe.
- We do not refer customers to specific companies - the onus of this would be on applicant
- The Flame Retardant Certificate may also come in a form of a letter certifying that it is deemed flame retardant.



- b) A piece of the material used for the construction of the flame retardant fabric is also required. This will be attached to your certificate or letter.

Please ensure that this is sent to the City of Toronto prior to signing your agreement.

Please be advised that the letter or certificate may look different

THIS IS A SAMPLE

Purchaser's Name: Sample Customer

Sew What? OC#: 00000

Date: 06/28/10

Material: 15oz Encore Velour

Color: Various standard colors

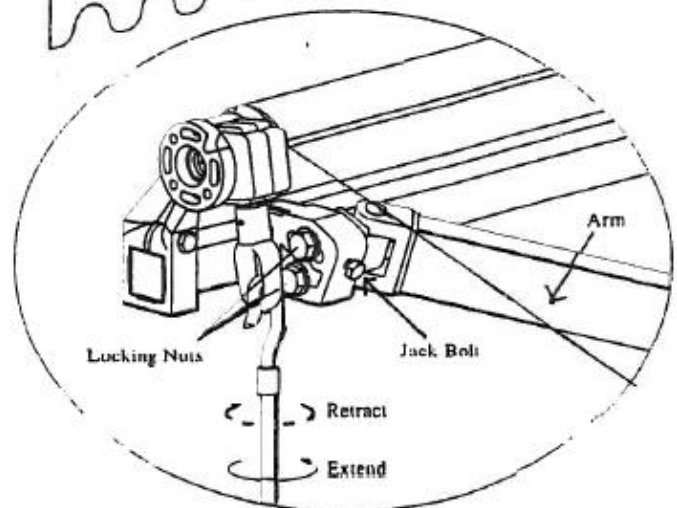
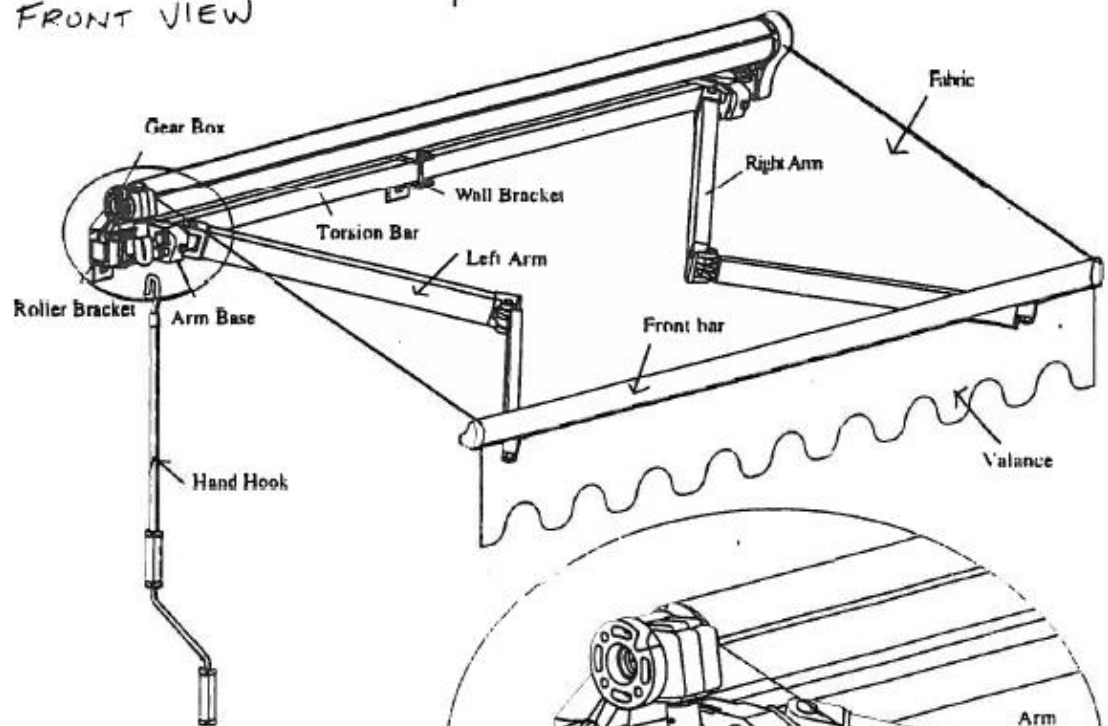
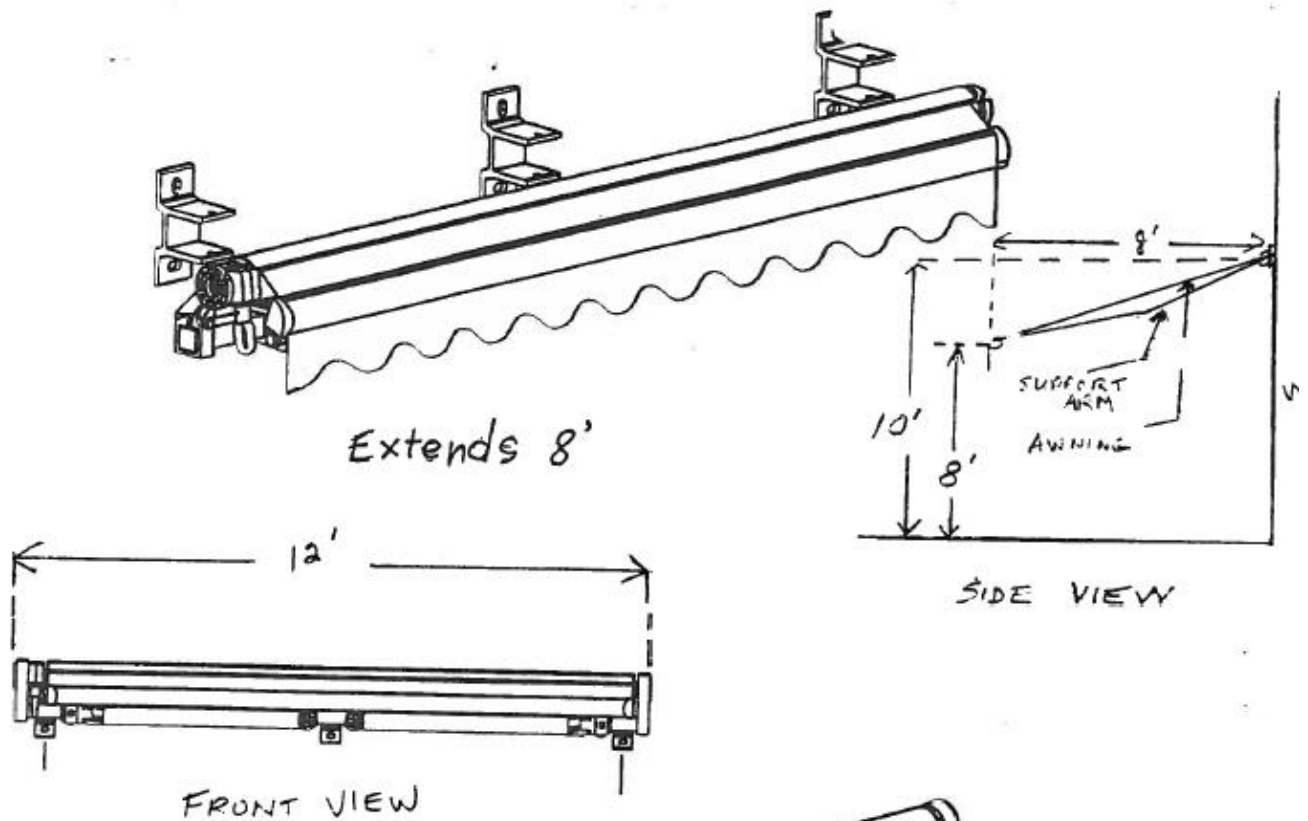
Yards: 1.00

Notes: (if any)

Sample certificate: Actual customer name, order number, date, color and yardage listed on certificate included with order



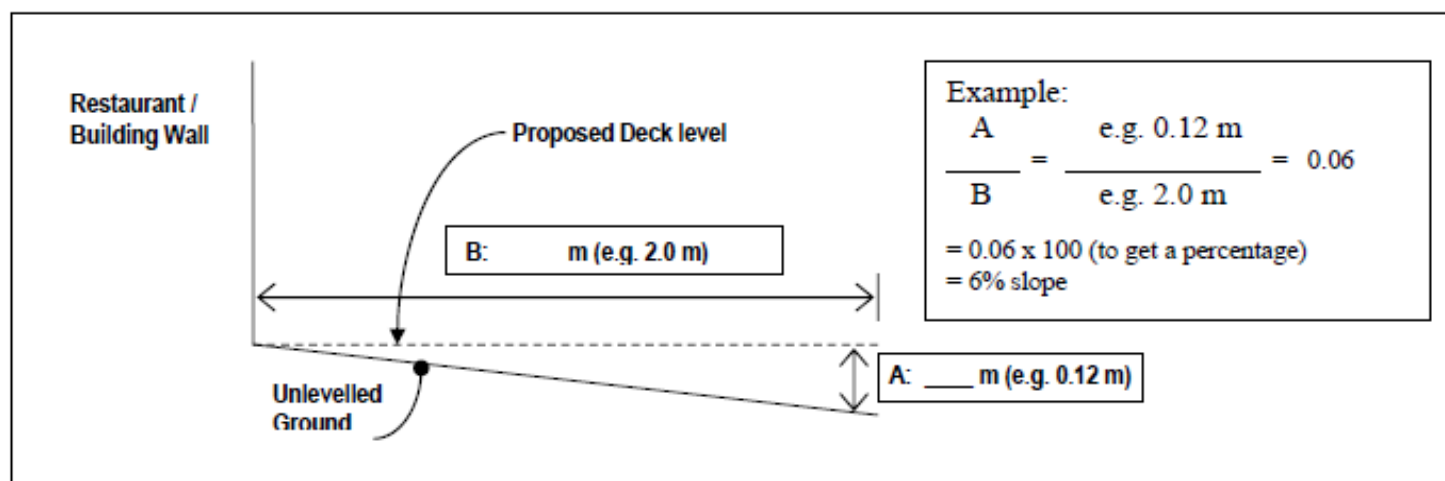
FIRE SAFETY COMPANY



**SAMPLE
ONLY**



CAFÉ PATIO DECK - SIDE ELEVATION OF A TYPICAL DECK



Please provide the following information as a part of the approval process for a café patio deck:

Does the proposed deck meet the following requirements?	
YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
The deck shall be no higher than what is required to accommodate a level area and the deck framing members (which shall be the minimum depth required).	
<input type="checkbox"/>	<input type="checkbox"/>
A minimum width of 1 metre break in the railing shall be provided at the high side of the slope to provide wheel chair access.	
<input type="checkbox"/>	<input type="checkbox"/>
Boulevard cafe decks shall not be constructed over existing underground services (i.e. hydro vaults, chambers, maintenance holes, etc.), except with prior written approval given by the relevant public utility.	
<input type="checkbox"/>	<input type="checkbox"/>
Regarding the outdoor carpeting, artificial turf or other similar surface material upon the paved surface of any portion of the boulevard:	
(a) The surface material shall not be affixed in any way to the paved surface and shall be maintained in a condition satisfactory to the Commissioner.	
(b) The surface material shall be designed and installed to prevent hazardous conditions at any entrance to a boulevard cafe area.	
(c) The surface material shall be removed from within the street allowance when the boulevard cafe ceases to be in regular daily use.	
Provide 5 copies of a diagram with the following information:	
<input type="checkbox"/>	<input type="checkbox"/>
Side elevation diagram of measurements and mathematical calculation depicting a 5% slope; indicate your business name and address on it.	
<input type="checkbox"/>	<input type="checkbox"/>
Stating the width and length, details of how the structure is assembled and details of how it can be easily be removed / taken apart to clean underneath and/or access to underground services.	

NEXT STEPS – What to expect?

- ❑ For sidewalk cafés only: following receipt of a complete application, you will receive a public notice. This notice must be displayed in a visible location on the premises for 21 days. During this time, the local Councillor, local Business Improvement Area (if any), and resident associations (if any) will also be notified. If your application is on a local road, property owners and occupants within a 60m radius of the proposed location will also be notified.
- ❑ Note that curbside and parklet applications will require more detailed review and longer processing times due to the nature of the location, design and safety considerations being next to moving traffic and greater design requirements.
- ❑ An application will be refused if the application contains false, misleading or fraudulent information; if there are multiple objections during the public notice period; the by-law requirements are not met; or approvals are not received from the required City divisions or agencies such as Toronto Building, Toronto Fire Services, Toronto Transit Commission, Heritage Preservation Services, and utility providers.
- ❑ Prior to approval, the applicant will need to sign a permit agreement, pay applicable fees, and indemnify the City and provide a certificate of insurance.

ENFORCEMENT CHECKLIST: Design and Operational Requirements

Hours of operation, sound

- ❑ If on a local road, must be closed and cleared of customers by 11:00pm
- ❑ If alternative hours have been imposed by Community Council, must comply with those hours.
- ❑ No amplified sound on any type of sidewalk café
- ❑ Keep doors and windows of your establishment closed if playing music or amplified sound indoors

A-Frame Signage

- ❑ All A-frame signs require a permit. Contact office listed on page 1
- ❑ The A-frame sign must be located inside the café permit area
- ❑ A-frame signs are not permitted if the businesses has installed a Small Frontage Café or Small Curbside Standing Café, unless the frontage (width) of the business is greater than 6-metres.

Maintenance, cleanliness, orderliness

All permit holders must, at their own expense:

- ❑ Keep all parts of the permit area and street area around it in a clean, sanitary condition (i.e., sweeping, clearing, removing debris and cigarette butts)
- ❑ All furnishings and objects must be in good, proper repair and condition, including graffiti removal

Planned and Emergency Works

- ❑ The City can require the permit holder to remove at their own expense all sidewalk café or parklet café installations upon notice due to planned street projects or civic works.
- ❑ In the case of an emergency, no notice may be provided to direct that the installations be removed for the emergency.
- ❑ In the above cases, the permit holder would be refunded the pro-rated portion of the annual permit fee.

Year-round option if located against the building frontage

As long as the following conditions are met, a sidewalk café may operate year-round:

- ❑ Must be located against the building wall of the associated establishment
- ❑ Must meet minimum pedestrian clearway requirements and minimum separation distances on pages 6, 8 and 9.
- ❑ Must clear and remove snow and ice from the pedestrian clearway adjacent to the permit area and apply salt and sand to the pedestrian clearway to [City standards](#)
- ❑ Cannot store or leave snow in the permit area