

# IMPORTANT MEMO

**DATE:** February, 2018

**ATTENTION:** OWNERS / MANAGERS

**RE:** 2018 SIDEWALK CAFE - ANNUAL RENEWAL PROCESS

The City of Greater Sudbury and Downtown Sudbury initiated, The Sidewalk Cafe Program to encourage Downtown Restaurants to operate Sidewalk Cafes throughout the Downtown core.

New and existing establishments are reminded that in order **to operate a Sidewalk Cafe you are required to submit an application each and every year** you wish to operate an Outdoor Cafe that utilizes the City's Sidewalks or any other municipal property.

To facilitate the process, Downtown Sudbury will once again act as 'liaison' for the approval process between the City of Greater Sudbury and Downtown Restaurants.

Attached is an Application Form which outlines the various requirements. If you are interested in operating a Sidewalk Cafe in the Downtown for the 2018 season **(May 1<sup>st</sup> - October 15<sup>th</sup>)** please read the attached carefully, complete and return (with required attachments) to our office.

**Provincial Regulations ban smoking on all outside Patios and or Sidewalk Cafes.**

If you have any question, please do not hesitate to contact us at 705-674-5115.

Sincerely,

Maureen M. Luoma  
Executive Director  
Downtown Sudbury

Brian M. Kuczma  
Program Coordinator  
Downtown Sudbury

ATT.

**DOWNTOWN SUDBURY  
SIDEWALK CAFE**



**2018  
APPLICATION PACKAGE**

# Downtown Sudbury Sidewalk Cafes Application Approval Procedure 2018

## STEP ONE:

- A. The Sidewalk Cafe Application is **an annual process**. The Applicant obtains the 2018 Sidewalk Cafe Application from Downtown Sudbury at 115 Larch Street, Sudbury, Ontario P3E 1B8, 705-674-5115.

## STEP TWO:

- A. The Applicant fills out the 2018 Sidewalk Cafe Application Form and attaches appropriate documentation (certificate of insurance & sketch '**DONE TO SCALE**' of proposed location and layout) as outlined in the application form. If the Applicant wishes to serve alcohol at the Sidewalk Cafe go to step Two B.
- B. The Applicant fills out the 2018 Sidewalk Cafe Application Form and submits it along with the certificate of insurance as well as a sketch '**DONE TO SCALE**' of the proposed location and layout. If the site layout meets the specified requirements the application will be approved in principal with final acceptance resting on the applicant receiving an outside liquor license and a copy of the same being forwarded to Downtown Sudbury who will in turn forward it to the appropriate City Liaison (see step Four A).

## STEP THREE:

- A. The Applicant returns their form and all requested documents to Downtown Sudbury 115 Larch Street, Sudbury, Ontario P3E 1B8. Office Hours Monday to Friday 8:30 am to 4:30 pm.

## STEP FOUR:

- A. Downtown Sudbury makes recommendation for approval by signing the application form and forwards it to our Liaison in the City of Greater Sudbury Transportation and Traffic Engineering Services Department.

## STEP FIVE:

- A. Once City of Greater Sudbury approval has been obtained, a letter of acceptance (a copy to be forwarded to Downtown Sudbury) will be forwarded to the applicant along with **an invoice for the applicant** to pay as outlined in the **2018 Sidewalk Application Form (\$1.50 per square metre per month)**. **A permit will then be issued to the applicant by the City of Greater Sudbury once payment has been received.**

**PAYMENT MAY BE MADE BY CASH OR CHEQUE**

**Cheques are to be made payable to the City of Greater Sudbury.**

# DOWNTOWN SIDEWALK CAFE APPLICATION 2018 - CITY OF GREATER SUDBURY

Name of Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

email: \_\_\_\_\_

Sidewalk Cafe to Serve:  Food  Alcohol

## REQUIRMENTS

- I. Cafe's shall only be permitted from **May 1st to October 15th** (Sidewalk Cafe's are not permitted during snowfall periods or if there is an accumulation of snow and/or ice.
- II. Have a valid business license to operate as a restaurant.
- III. Sidewalk Cafe's shall be permitted only adjacent to and abutting the restaurant's frontage and or flankage.
- IV. No Cafe sidewalk space shall be permitted within 6m of a street intersection or a public laneway.
- V. A portable fence, one metre minimum height, shall be erected to clearly delineate the area on the sidewalk being used for the Cafe.
- VI. The Cafe space shall be permitted on a sidewalk with a minimum width of 3.0m, or a minimum width of 3.7m if there are curb side obstructions (i.e. lamp standards, signs, parking meters, etc.). A minimum of 1.5m of unencumbered sidewalk space must be maintained for pedestrian movement along the area outside the sidewalk cafe.
- VII. The Cafe will operate only during normal business hours.
- VIII. The design of the Cafe will not require staff or patrons to cross through sidewalk traffic.
- IX. No fixtures will be permanent and **all fixtures will be removed at the end of each business day.**
- X. At the end of each business day, the restaurant is required to clean (Sweep & Wash) the entire sidewalk in and around the outdoor area and remove debris to a covered refuse receptacle.
- XI. **Carry insurance satisfactory to the City of Greater Sudbury - 2 million and the City of Greater Sudbury must be named as 3<sup>rd</sup> party Insured.**
- XII. **That a fee of \$1.50 (\$1.33 + 0.17¢ hst)** per square metre per month be charged for the 2018 season.
- XIII. The minimum clearance from a canopy overhang shall be 2.45m above the sidewalk. Only canopies that can be removed daily or rolled back to the building face will be permitted.
- XIV. That the City of Greater Sudbury will have the right to suspend the permit based on unresolved complaints.
- XV. Access to Fire Department connections or exits from adjacent buildings must be maintained.
- XVI. It is the responsibility of the Applicant to meet all licensing requirements that would normally be required to operate a restaurant (health, liquor, etc.) and provide confirmation of same.
- XVII. **Smoking will not be permitted on any outside Patio or Sidewalk Cafe** as per provincial regulations.
- XVIII. Applicant agrees to meet all pertinent portions of the City of Greater Sudbury's current By-laws.

### Application Must Include:

- I. **Copy of Certificate of Insurance**
  - *Minimum \$2 million and the City of Greater Sudbury must named as 3<sup>rd</sup> Party Insured*
- II. **Sketch of proposed location/layout plan done to scale**
- III. **Copy of outside liquor license (if applicable)**

### Recommended for Approval:

.....  
Downtown Sudbury Representative

.....  
Date

.....  
City of Greater Sudbury Representative

.....  
Date

Fee Required: \_\_\_\_\_

Paid In Full: \_\_\_\_\_

Date: \_\_\_\_\_

