



Temporary Outdoor Patio Site Plan Checklist

- Site Plan Application
- Sketch / drawing to scale, with dimensions in metric units (see example below)
- Municipal address included, all streets labelled
- Location of property boundaries identified
- All existing and proposed structures shown
- Size of proposed outdoor seating area and capacity identified
- Location of any obstructions within or adjacent to the patio (i.e. trees, fire hydrants, lamp-posts) indicated
- Location of any patio and building entrances and their widths (i.e. doors, gates) indicated
- Accessible pathway (sidewalk, entrance access) identified
- If any fencing or barriers are proposed, identify the proposed location, type of barrier and height of barrier
- Location of tables, umbrellas and seating — ensuring a minimum of 2 metres distance between seating at separate tables in accordance with Provincial COVID-19 orders, including from tables on any neighbouring patios indicated
- Location of any fire department connection (Siamese) and or fire hydrants indicated (must be visible and accessible at all times)
- Emergency access routes indicated (must be unobstructed at all times)
- Roof, canopy, tent, awning, or other covering indicated
- Temporary lighting indicated
- Garbage / recycle bins identified
- Maintenance and removal plans indicated (all patios must be removed by January 01, 2021 unless directed otherwise by the Province of Ontario)

Important Notes:

Restaurant and bar operators who wish to expand their patio on private property should begin consultations with their landlords for permission.

Restaurant and bar operators who wish to expand their patio on public (municipally or “town owned”) property should begin consultations with the Town of Lakeshore for permission.

In order to ensure safe operation of outdoor patios on private property, operators may not:

- Build or expand permanent structures like decks, walls, stairs, etc.
- Install new fueled fire appliances, i.e. propane heaters, BBQs
- Amplify sound of any type
- Construct awnings or tent-like structures
- Block access to fire connections or adjacent businesses.

Example Site Plan

