



## Right of Way Patio Permit Application Form

Planning, Infrastructure and  
Economic Development Department  
Right of Way, Heritage and Urban  
Design Services  
100 Constellation Dr, 6th Floor East  
Ottawa, ON K2G 6J8  
East of Bank Street : 613-580-2424 ext. 16049  
West of Bank Street : 613-580-2424 ext. 30082  
Facsimile: 613-580-2608

**Applications may be submitted in person at the Right-of-Way Permit Office, 100 Constellation Drive, 6th Floor East and all Client Service Centres.**

Operating Name for Business

Address of Business

Postal Code

Business Telephone Number

Legal Owner of Business (as shown on Ontario Business License)

Name of Contact, if different from above

Contact Telephone Number

Contact Email

Name of Property Owner

**The following items must be submitted with the application:**

- A non-refundable first-time review fee of \$323.50, or a non-refundable first-time review fee of \$540.00 if the location is within 90 meter of a property zoned as residential or mixed use, which includes a public circulation fee. **Please make cheque or money order payable to the City of Ottawa.**
- Site plans showing the location and dimensions of the proposed ROW patio, the premises to which it will be appurtenant, all relevant lot lines and all existing surface features located between the premises and the roadway. Plans must indicate that the proposed patio meets all aspects of the *City of Ottawa ROW Patio By-law 2017-92*, including barrier free access to the patio and, for front or curbside installations, an unencumbered 2 meter pedestrian clearway.

- Elevation drawings: dimensional, 2-scaled drawings that show a ROW patio from all angles and demonstrate positive drainage flow. Note that the ROW patio must meet Ontario Building Code requirements, and that a [Building Permit](#) may be required.
- A description of the proposed ROW patio and of all materials to be used in the construction and operation of the patio, including all appurtenances such as:
  1. Canopies,
  2. Umbrellas,
  3. Planters,
  4. Tables and chairs, and
  5. Perimeter barriers or railings.
- Photos of existing site conditions.
- A letter from the property owner indicating consent for the ROW patio.
- Proof of 5 million dollars Commercial General Liability Insurance and Broad Form Property Insurance for the full replacement value of the structures, equipment and other contents located on the ROW patio and owned by the applicant (to be provided by an insurance broker or agent).
- Copy of a valid business license, where applicable.
- Copy of a valid Liquor License, where applicable.

**Legal Owner of Business**

**By:**

Name

Title

**Signature**

Date (MM/DD/YY)

Personal Information on this form is collected by the City of Ottawa under the authority of section 4 of the ROW Patio By-law No. 2017-92, as amended, for the purpose of administering and issuing ROW Patio Permits onto City roads.

**For Office Use**

Client Service Centre

Clerk Name

Receipt Number

Date (MM/DD/YY)

Non-refundable fee amount: \$