

# 2. How to Join the Program

## 2.1 Application Steps

Looking to renew a street patio that was previously approved? If your layout, design, and materials haven't changed from the previous year, you may not need to complete a new application. Reach out to [transportation@cityofkingston.ca](mailto:transportation@cityofkingston.ca) to let us know you would like to renew your patio under the previously approved application.



### Step 1: Review the Document

Review all of the contents in this document, including:

- Permitted street patio configurations and operating periods
- Technical standards
- Design standards
- Operation and maintenance requirements
- Program fees



### Step 2: Complete the Application Form

Fill out the Street Patio Program Application Form and select the patio configuration(s) best suited to the location of your business, keeping in mind the flow of pedestrians and any existing streetscape elements in the vicinity of the proposed patio.



### Step 3: Take Photos

Take photos of the area intended to be occupied by the patio and include adjacent properties for context. Ensure that the photos capture the entrances of buildings and any streetscape elements on the sidewalk.



## Step 4: Prepare Your Plan

Prepare an overhead plan of the proposed patio configuration using Google Maps or other tools and clearly show:

- Entrances to the patio and surrounding buildings
- Adjacent property lines
- The dimensions of the patio area, including the location of any fencing (corners should be angled to minimize the impact on pedestrian flow where necessary)
- The clear path of travel for pedestrians (minimum 1.83 metres and no 90-degree turns)
- The location and spacing of all tables and chairs
- The location of other patio furnishings, such as host stands or planters
- The location of nearby streetscape elements (trees, planters, light standards, sign posts, utility poles, parking meters, fire hydrants, utility covers and hydro vaults, maintenance holes, catch basins, utility valves, bicycle parking racks, benches, gas/electric/ phone/internet equipment, and waste receptacles)
- The location of nearby commercial loading zones, accessible parking, and transit stops

Your plan must clearly show the total number of tables and chairs that you intend to include within your patio. Hand-drawn overhead plans will not be accepted.

If you are interested in operating a sidewalk patio during the shoulder season (October 1 to November 30), you must also include a second overhead plan for your shoulder

season patio layout that clearly shows the location of any heating devices that will be used during the colder weather.

A patio agreement authorized by the City is only valid if the setup of your street patio is representative of the approved layout(s). Modifying the layout of a patio after it is approved requires an amendment to the approved plan and may be subject to additional fees.



## Step 5: Draft Your Design

Collect photos of the design features for the proposed patio, including fencing, tables, chairs, umbrellas, host stands, lighting, planters, heaters, and other decorative elements. You may take photos of these design features or use pictures that are available online. It is recommended that the photos are included as part of a single document.

If your business is located in the Downtown Area and you would like assistance designing your street patio, you can reach out directly to the Downtown Kingston Business Improvement Area (BIA) for recommendations on patio furnishings and materials.



## Step 6: Certify Your Platform (if applicable)

If you are proposing to construct a platform as part of your patio set-up, you must provide drawings that are designed, signed and stamped by a professionally licensed designer (i.e. Professional Engineer or Registered Architect) to demonstrate the platform is structurally sound and can accommodate the intended load.



### Step 7: Obtain Letters of Support (if applicable)

If the location of the proposed street patio is within the Downtown Kingston BIA, share your completed patio plan including pictures of the proposed design features with the Downtown Kingston BIA association by email ([member@downtownkingston.ca](mailto:member@downtownkingston.ca)) to receive feedback. A letter of support from the Downtown Kingston BIA association is required as part of your completed application if the proposed street patio is within this area.

Patios located on the **sidewalk** that extend in front of an adjacent business must also receive a Letter of Support from the adjacent establishment prior to approval by the City.

Patios located within **on-street parking spaces** positioned in front of an adjacent business that have patio elements that are greater than 1.2 metres in height (such as umbrellas) must also receive a Letter of Support from the adjacent business prior to approval by the City.



### Step 8: Submit Your Complete Application

Submit your completed application to [transportation@cityofkingston.ca](mailto:transportation@cityofkingston.ca) in advance of any applicable deadlines, including:

- Street Patio Program Application Form
- Photos of the proposed patio location and surrounding streetscape
- Overhead patio plan(s)
- Pictures of the patio furnishings and materials
- Stamped platform drawings (if applicable)
- Letters of Support from the Downtown Kingston BIA or adjacent businesses (if applicable)



### Step 9: Licence Your Patio (if applicable)

Liquor sales licencees and manufacturers that hold a by-the-glass endorsement who want to operate a street patio must notify the Alcohol and Gaming Commission of Ontario (AGCO) by making a submission on the iAGCO portal before selling or serving liquor on the street patio.

## 2.2 Review Process

Various City departments and partners may be involved in reviewing your application and providing feedback for any revisions required before approval. To determine approval, City staff will evaluate your application based on:

- Compliance with the standards outlined in this guide
- Suitability of the location and any impacts on existing services
- Accessibility of the patio and surrounding area
- Safety of the patio set-up, location, and materials
- Design quality and functionality of the patio layout

The applicable fees for operating the street patio will be determined based on the type and size of the patio. If the proposed patio is approved, you will need to pay the applicable fees and submit Proof of Insurance before receiving a permit and/or legal agreement needed to operate your street patio. Once the street patio is constructed during the patio season, it may be subject to inspections by Transportation Services staff to ensure compliance.

The City reserves the right to reject a street patio application if the proposal does not meet the minimum standards outlined in this guide or if there are specific issues with the proposed site that would preclude the installation of a street patio.

