



**The Corporation of the Town of Shelburne
Outdoor Patio & Café Application Form**

Note: There is a \$100 application fee for an Outdoor Patio & Café permit

1. Legal Description

Lot & Concession, Town	
Lot(s)/Block(s), Registered Plan	
Part(s), Reference Plan	
Property Identification Number (P.I.N.)	
Municipal Address	

2. Owner and Agent Information

Name of Owner _____

Address _____

Telephone _____

Email _____

Name of Agent (if applicable) _____

Address _____

Telephone _____

Email _____

Note: To appoint an Agent, the Owner Authorization must be filled out in full, executed and dated. Unless otherwise requested, all communications will be directed to the Agent, if any.

3. Description of subject property including current use(s) and existing structures:

4. **Description of work to be undertaken (attach drawings, specifications, photographs or paint chips where necessary):**

5. **Have the requirements of By-law 31-2017 (Outdoor Patio & Café By-law) been met?**

Yes No

If no, please describe why it is not possible to meet the requirements:

6. **Has an insurance certificate, in accordance with the requirements of By-law 31-2017 been provided with this application?**

Yes No

If no, when will it be submitted?

7. **Requested start end dates:** _____, 20__ to _____, 20__.

8. **To the best of your knowledge, has the Town of Shelburne previously issued a Boulevard Café Permit to an owner or tenant of this property?**

Yes No Unaware

9. **Is the site plan, as per Schedule A to By-law 31-2017, attached to this application?**

Yes No

10. Declaration

I have read the information provided and all above statements are true to the best of my knowledge.

Signature of Owner or Authorized Agent

Dated at the _____ of _____
this _____ day of _____.

11. Owner Authorization

Note: to be signed by Owner only if an Agent has been appointed.

As of the date of this application, I am the registered Owner of the lands described above. I authorize the submission of this application on my behalf by:

Name of Appoint Agent (please print)

Whom I have appointed as my agent.

Date: _____

Signature of Owner

Name of Owner (please print)