

# PARKLET & CURBSIDE CAFE CHECKLIST

## DO I QUALIFY FOR A PARKLET OR CURBSIDE CAFE?

### ENSURE ALL ITEMS ARE CHECKED IN ORDER TO PROCEED TO THE APPLICATION CHECKLIST:

- On street parking space available fronting the subject business, (cannot be an accessible or commercial loading parking space)
- Proposed Parklet/Curbside Cafe fronts a street with a posted operating speed of less than 50km/h
- MINIMUM clearances can be provided from:
  1. Fire hydrants – 5.0m (16'-5")
  2. Fire connections (if applicable) – 0.5m (1'-8")
  3. Driveways and alleys – 1.8m (6'-0")
- Applicant holds a valid Business License for the subject address
- An established Fire Route cannot be blocked or altered as a result of the application

**ADDITIONAL REVIEW WILL BE REQUIRED BY ADMINISTRATION FOR CAFES LOCATED ADJACENT TO AN INTERSECTION IN ORDER TO DETERMINE ELIGIBILITY**

## APPLICATION CHECKLIST

### ENSURE ALL ITEMS ARE PROVIDED IN ORDER TO HAVE APPLICATION PROCESSED

- Complete application form:  
<https://citywindsor.ca/residents/Property/Sidewalk-Cafe/Documents/Sidewalk%20Cafe%20Application.pdf>
- Certificate of Insurance for \$2 Million and satisfactory to the Sidewalk Cafe Handbook
- Three (3) photos of the proposed location: one face on and the others from each side of the sidewalk
- Drawings of the parklet or detoured walkway including a plan view and elevations (reference the Construction Requirements for example drawings with dimensions)
- Traffic Control Plan (required for the construction and removal of Parklets and Detoured Walkways)

### TENT INFORMATION (SELECT ONE)

- A tent is **NOT** proposed
- A tent is proposed and indicated on drawings, including dimensions, material type, offset dimensions from any building/structure and conforms to the Tent Requirements set out in the Cafe Guidelines Document

### LIGHTING INFORMATION (SELECT ONE)

- Lighting is **NOT** proposed
- Lighting is proposed and a lighting plan, complete with product information sheets has been provided, conforming to the Lighting Requirements set out in the Cafe Guidelines Document