



## Temporary Patio Application Process

A complete application, including the necessary supporting documents, may take up to 30 days to process.

### STEP 1 Gather Required Supporting Documents

- Copy of existing Liquor Sales Licence
- Letter of Permission from the landlord/owner
- Site Plan of the proposed temporary patio (must meet the Town's Temporary Patio Guideline)
- Windsor-Essex County Health Unit letter of "No Objection"

### STEP 2 Complete Online Application Form and Submit Supporting Documents

- Complete the online application form [www.lasalle.ca/liquor](http://www.lasalle.ca/liquor)
- Upload supporting documents via form

### STEP 3 Internal Review

Completed application and supporting documents will be reviewed by:

- Fire Services
- Planning & Development Department
- Building Department
- Police Services

Any identified concerns will be communicated to the applicant to find a solution.

### STEP 4 Approval

- Letter of Approval

The office of the Town Clerk issues a letter of approval to the applicant

### STEP 5 Notify AGCO

The Applicant is required to notify the AGCO of the approved Temporary Patio and any conditions imposed by the municipality.

Link to notify AGCO: <https://www.agco.ca/notifying-agco-approved-temporary-outdoor-physical-extension-temporary-patio>