



Streetside Patio Policy

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Approval Date:	March 5, 2025
Approval Authority:	Council
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Revision Date/s:	NA

Purpose

To define the conditions for Streetside Patio Permit (SPP) and establish procedures to ensure a safe and managed approach for the use of streetside patios constructed on municipal property and for enforcing violations of the Streetside Patio Policy and relevant procedure.

Goal Statement

The Township of East Zorra-Tavistock is committed to providing a safe environment to residents and visitors and wants people to enjoy the various businesses available. In order for the Township to ensure the health and safety of the public, and the protection of municipal staff and assets, a policy for the use of streetside patios has been developed. The following document outlines these regulations.

Objectives

a. Support Local Businesses and Economic Growth

These guidelines aim to support the local economy by encouraging patio use and providing clear guidance on the Township's expectations for patio design.

b. Foster Social Connections and Community Building

Patios can foster social connections within a community by offering opportunities for people to engage with each other and with local

businesses. Patios can serve as a walking destination within neighbourhoods as well as a destination to visit from elsewhere in the city. As a local attraction, patios can aid in building a sense of community amongst people in the neighbourhood.

c. **Design Safe and Accessible Spaces**

Patios should be designed to be accessible to all patrons and should always put safety of the entire community first.

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1. Procedure

Streetside patios located on municipal property are approved on a case-by-case basis. Patio Operators must apply for a Streetside Patio Permit through the Building, By-law, and Drainage Department of the Township.

Where patios are to be located on a right-of-way owned by the County, the Patio Operator must receive written permission from the County prior to the Streetside Patio Permit from the Township issuance.

The Manager of Public Works and the Manager of Building, By-law, and Drainage, or designate, having operational jurisdiction over a right-of-way has the authority to approve or deny a proposed Streetside Patio Permit at a location(s) within the municipal right-of-way.

Requirements for streetside patios may vary and are dependent upon the location and assets present on-site. The Township reserves the right to vary or introduce additional conditions or restrictions at its absolute discretion.

2. Definitions

Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11 means the law that sets out a process for developing and enforcing accessibility standards. See <https://www.ontario.ca/laws/statute/05a11> for more information.

Building Code Act, 1992, S.O. 1992, c. 23 means the legislative framework governing the construction, renovation, and change-of-use of a building in the Province of Ontario. See <https://www.ontario.ca/laws/statute/92b23> for more information.

County – means County of Oxford.

Highway Traffic Act, R.S.O. 1990, c.H.8 means the law which regulates the licensing of vehicles, classification of traffic offenses, administration of loads, classification of vehicles and other transportation-related issues. See <https://www.ontario.ca/laws/statute/90h08> for more information.

Integrated Accessibility Standards, O. Reg. 191/11 means the regulation under the Accessibility for Ontarians with Disabilities Act which establishes the accessibility standards for each of information and communications, employment, transportation, the design of public spaces

and customer service. See <https://www.ontario.ca/laws/regulation/110191#BK37> for more information.

Integrated Accessibility Standards Regulation (IASR) Policy - means the IASR policy approved by Council. The policy can be found in the Township's Human Resources Manual, in the Accessibility Section, Number 2.28. See https://www.ezt.ca/en/township-office/resources/Accessibility/2.28_v1.0_IASR_Policy.pdf for more information.

Liquor Licence and Control Act, 2019, S.O. 2019, c.15, Sched. 22 means the law which sets out the licensing system for the sale, service, and delivery of alcohol. See <https://www.ontario.ca/laws/statute/19l15b> for more information.

Noise By-law – means Township of East Zorra-Tavistock By-law #2008-36, and/or the current version "The Noise By-law", as approved by Council.

Official Plan – means the Oxford County Official Plan, which is the policy document that establishes the overall land use strategy for both the County and the eight area municipalities that comprise the County.

Ontario Traffic Council – The Ontario Traffic Council (OTC) is a leading voice in multimodal transportation in Ontario, it is the premier organization offering diverse expertise in traffic engineering, transportation planning, safety, and traffic enforcement.

Patio Operator – Patio operator means any business owner or property owner applying for a permit to operate the patio.

Pedestrian Clearway – A pedestrian clearway is a designated clear pathway (1.8 metres minimum width) that is to be maintained through or around the patio.

Restaurant Patio Guidelines within the Right of Way – refers to the most recent version of the document "Restaurant Patio Guidelines within the Right of Way" prepared by the Ontario Traffic Council.

Road Authority – Road Authority means a governmental agency having jurisdiction over public streets and highways. Road Authorities include the Township of East Zorra-Tavistock, and the County of Oxford.

Seasonal Patios – Seasonal patios in the context of this policy refers to a patio that is installed on a recurring basis in the spring, summer, and fall months. In the winter months, the patio is removed from the Road

Authority's right-of-way. Seasonal patios terms commence May 1 and expire on October 15.

Streetside Patio – A streetside patio (patio) as referred to in this policy means a patio of a restaurant and/or alcohol establishment located on Road Authority's right-of-way (i.e., sidewalk, on-street parking space, curb lane). Streetside patios may be temporary or seasonal. Streetside patios may also be called "Restaurant Patios."

Temporary Patios – Temporary in the context of this policy refers to a patio that is installed for a fixed period of time with a definite end date.

Township – means the Corporation of the Township of East Zorra-Tavistock.

3. Areas Eligible for Streetside Patio Permits

Streetside patios can be applied for in any land designated as “Village Core,” as defined by the Official Plan.

Rationale: Within the Official Plan, it is intended that the Village Core will be the most intensive and dominant business area within a settlement; meaning current land use designation aligns with the intent of permitting streetside patios.

4. Design Requirements

The Ontario Traffic Council Restaurant Patio Guidelines within the Right of Way shall be used as the design requirements for all streetside patios. As recommended by the OTC, Pedestrian Clearways are required to be incorporated into all streetside patio designs.

Frontage patios (patio along the building) are the preferred design of the Township where practicable.

Rationale: The Ontario Traffic Council Restaurant Patio Guidelines within the Right of Way has been developed and reviewed by technical experts who aim to promote transportation safety in Ontario. In the absence of provincial regulations specific to streetside patios, the OTC Guidelines provide peer reviewed technical guidance aimed at the safe operations of streetside patios.

4.1 Request for Exemption from Design Requirements

Should the applicant be unable to meet the design requirements outlined in the Ontario Traffic Council Restaurant Patio Guidelines within the Right of Way, they may make a request to Council for special exemption from the design requirements.

A delegation to Council is required for a Streetside Patio Permit with Special Exemption from the Design Requirements. The form in Appendix B must be submitted to the Clerk on or before March 15th of the current year. The Clerk will schedule the delegation during one (1) of the two (2) regularly scheduled Council meetings in April.

Rationale: From time to time the requirements in the Ontario Traffic Council Restaurant Patio Guidelines document may not be able to be met. In this instance, the applicant could attend Council and present an alternative solution. An alternative solution is a proposal regarding the design and standards that differ from the OTC guidelines yet still provides a level of safety that is deemed acceptable to Council.

5. Responsibilities of the Permit Holder

The permit holder must:

- Complete and submit a "Streetside Patio Permit Application" form to the Township, found in Appendix A, and pay the applicable fee.
 - Applications for Seasonal patios need to be submitted to the Township by March 15 for a permit occurring in the same year.
 - Applications for Temporary patios need to be submitted to the Township a minimum of 30 days in advance of the requested start date of the patio.
- Sign and have witnessed the Agreement Form, sample provided in Appendix C.
- Supply, install, and monitor all traffic control devices as required.
- Ensure the patrons of the patio are properly supervised and also ensure no one consumes alcohol in an unauthorized location.
- Ensure that all entrances and exits to the patio are maintained at all times.
- Abide by the Conditions of Use as outlined in form in Appendix A.
- Notify the Manager of Building, By-law, and Drainage within 48 hours of any incident involving Emergency Medical Services, Fire, and/or Police at the patio.

The following original documentation and one copy must be provided to the appropriate Township representative, at least two (2) weeks prior to the patio installation. Copies to be maintained by the appropriate Township representative for file purposes:

- Proof of insurance in accordance with criteria outlined in "Section 6: Insurance".

Rationale: The above is to ensure that there are no misunderstandings of the regulations contained in the Policy.

6. Insurance

The patio operator must submit an original Certificate of Insurance to the Township representative at least fourteen (14) days prior to the event.

The certificate of Liability Insurance shall include proof of a minimum of five million dollars in Commercial General Liability Insurance.

The Certificate of Insurance must be in effect for the date(s) where municipal premises are being used or occupied by the patio operator including, without

limitation, the time period for set-up and take-down. Failure to provide proof of insurance will void the permitted use of municipal property for a patio.

The Certificate of Liability insurance provided to the municipal representative must include the following:

- Policy number
- Company name and broker contact information
- Expiry date
- Coverage type and amount of Insurance coverage
- The Corporation of the Township of East Zorra-Tavistock shown as an additional insured to the Policy
 - Coverage for bodily injury and property damage liability
 - A Liquor Liability Endorsement (applicable to Alcohol Establishments only)
 - Tenants Liability endorsement (applicable only when the patio operator is not the building/property owner)
 - Personal Injury Liability
 - Cross Liability and Severability of Interest Provision
 - 30 Day Notice of Cancellation Provision

The Patio Operator shall indemnify and save harmless the Corporation of the Township of East Zorra-Tavistock from any and all claims, in connection with the presence of a streetside patio on right-of-ways owned or operated by the Township. Such claims include but are not limited to demands, causes of action, losses, costs, or damages that the Township of East Zorra-Tavistock would otherwise suffer, incur or be liable for, resulting from the patio operators, property owners, and agents' performance, actions, negligent acts or omissions.

Insurance acceptable to the County must be provided when the patio requires County approval. Proof of this insurance must be provided to the Township.

Rationale:

1. Streetside Patio Permit Holders, property owners, patio operators and staff could all be named in a lawsuit.
2. Municipalities can be held jointly liable and could end up paying the predominant share of an award to a plaintiff should the sponsor be uninsured.

7. Policy Monitoring and Provisions

The Streetside Patio Policy will be reviewed yearly from the date initially approved by Council. After reviewing the Policy each year, the Public Works Departments and Building, By-law, and Drainage Department will provide recommended changes to Council, if necessary.

Rationale:

1. Policy to be monitored and reviewed on a yearly basis which will ensure that the policy remains up to date and effective.
2. This will ensure that the public will remain involved in the process of reviewing and revamping of the existing policy.

8. Consequences for Failure to Comply

1. If the Streetside Patio Policy is violated, or any law is broken, there will be consequences for the Permit Holder, up to and including withdrawal of privileges to create future patios on municipal properties. Municipal staff may at their discretion close down the patio immediately and/or refuse to issue future patio permits to the patio operators.
2. A violation occurs when the Streetside Patio Permit holder fails to comply with the conditions of the Accessibility for Ontarians with Disabilities Act, the Building Code Act, the Highway Traffic Act, the Liquor Licence and Control Act, and their regulations, the Noise By-law, the Streetside Patio Policy and Procedure, the IASR policy, or any other Township policy; unless special exemption has been granted by Council where applicable.
3. Intervention can be initiated by the Township of East Zorra-Tavistock staff designate, a member of the Ontario Provincial Police, or AGCO Inspector.
4. Should a violation of the policy or procedure occur, municipal staff will follow the progression of discipline as listed below:
 - a. First Minor Offence: The Manager of Public Works and/or the Manager of Building, By-law, and Drainage, or designate will advise the Patio Operator in writing of the violation and that no further violation shall be tolerated and that charges/costs may be incurred (i.e. loss of security deposit).
 - b. First Serious Offence: Patio privileges shall be revoked immediately for any serious altercations (i.e., serving without a proper license, loss of control, total neglect of the patio, etc.)
 - c. Second Offence: Should the Streetside Patio Permit Holder violate the policy a second time, the Patio Operators and/or property owners will be suspended for a minimum of one year at the discretion of the Township. The Streetside Patio Permit Holder will be advised in writing of the suspension.
5. It is the responsibility of the Streetside Patio Permit Holder to ensure proper management of the patio.

Appendix A

Permit Application



Township of East Zorra-Tavistock Streetside Patio Permit

Permit #: _____

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Application and permit to construct a patio on a municipal road, boulevard, and/or sidewalk. Original permit must be present at the work site. Changes to patio design and/or use is prohibited without prior consent.

Insurance Certificate Provided **Drawing of Patio Provided** **Deposit of \$1000 Provided** **Proof of Approval from Oxford County Provided, Including Proof of Insurance**

Contact Information

Applicant:

On-Site Contact: _____ Position: _____
Name of Business: _____
Address: _____
Telephone: _____ Cell: _____
Email Address: _____

If the Property Owner is different than the Applicant, please complete the section below

Property Owner:

Address: _____
Telephone: _____ Cell: _____
Email Address: _____

Patio Description

Address: _____
Details of Patio Use: _____
Requested Licence Term Start Date: _____ End Date: _____
Time of Operation: _____

*Include a detailed design drawing of the requested patio

Conditions of Approval

This permit is not valid without the appropriate approval signature. This permit is conditional upon the Applicant and/or Contractor signing and agreeing to the conditions listed on pages 2-4 of this permit.

Applicant Signature: _____ Date: _____
Property Owner Signature: _____ Date: _____
Approval Signature: _____ Date: _____

Streetside Patio Permit Terms and Conditions

By signing the Streetside Patio Permit, the Permit Holder agrees to comply with, and be bound by, the following terms and conditions:

- 1) **Licence Term** - The Permit Holder acknowledges that this Permit applies during the Licence Term only and is intended to be temporary in nature. The Permit Holder further acknowledges that the terms of the Streetside Patio Permit, including, without limitation, all construction and design requirements associated with the Permit, are subject to change following the expiry of the Permit.
- 2) **Location of Equipment** – During the Licence Term, Equipment shall be located within the permitted area and remain within the permitted area.
- 3) **Maintenance, Repair, and Alterations** – The costs of all maintenance and repairs made during the Term shall be paid by the Permit Holder, including but not limited to labour, material, parts, and other items. Equipment shall not be serviced or required, and parts and accessories shall not be replaced without the Township’s prior consent.
- 4) **Loss or Damage** - the Permit Holder shall be responsible for any loss of or damage to the Equipment from any cause at all, save and except for reasonable wear and tear, whether or not insured, from the commencement of the Agreement. If the Equipment is lost, stolen, or damaged, the Permit Holder will properly notify the Township of such event. In the event of such loss or damage, the Permit Holder shall promptly pay the Township the replacement value.
- 5) **Permitted Use**
 - a) The Permit Holder may not permit the use of the Permitted Area except for the sole purpose of the Permitted Use and for no other. If the Permitted Area is vacant or unoccupied for a period of more than 10 consecutive days, the Township may terminate the Permit immediately upon written notice to the Permit Holder.
 - b) The Permit Holder will conduct its business in the Permitted Area in such a manner as not to interfere with other businesses and residents.
 - c) The Permit Holder will, at its sole cost, obtain and comply with all approvals, permits, licences, and standards required to enable the Permit Holder to operate the Permitted Use in the Permitted Area, including, without limitation, any approvals, permits, licences, or standards required by the Alcohol and Gaming Commission.
 - d) The Permit Holder must not conduct business in any area outside of the Permitted Area and must not encumber the sidewalk or road in any way, including, without limitation, by placement of sandwich board signs, planters, chairs, or any similar objects. The Permit Holder must not allow bicycles to be affixed to or leaned against any barrier or fence in the Permitted Area.
 - e) The Permit Holder must not permit patrons to queue on any portion of the municipal sidewalk or road outside the Permitted Area.
 - f) The Permit Holder will pay, when due, all taxes, rates, levies, and assessments which may be levied or assessed against the Permit Holder as a result of the operations of its business in and from the Permitted Area.
- 6) **Condition of Permitted Area** – The Permit Holder accepts the Permitted Area in an “as is, where is” condition. The Township has no responsibility to make any repairs, alterations, or any improvements whatsoever to the Permitted Area.

7) Maintenance of the Permitted Area

- a) The Permit Holder will install, at its expense, any barrier, fence, and/or demarcation lines around the Permitted Area as may, from time to time, be required by the Township and/or any governmental or other authorities having jurisdiction thereover. The design and specifications for any such barrier, fence and/or demarcation lines will be determined solely by the Township.
- b) The Permit Holder will, at all times during the Licence Term, at its sole costs and expense, keep and maintain the Permitted Area in a clean and tidy manner.
- c) The Permit Holder must not alter the Permitted Area in any way without the Township's prior written consent and will construct and maintain the Permitted Area in accordance with the Township's directions, if any. Without limitation, the Permit Holder must not apply permanent markings on, stake, spike, or dig into the concrete/pavement or any of the patio material within the Permitted Area without the Township's prior written consent.
- d) The Permit Holder must have regard to the accessibility needs of individuals and will implement such measures as are feasible to address such needs.
- e) The Permit Holder will, at its sole cost, immediately repair any damage to the Permitted Area caused or contributed by the Permit Holder, its agents, employees, contractors, and/or invitees.

8) Return of Equipment – Upon Termination of the Agreement, the Permit Holder shall promptly remove all personal property from the Equipment within five (5) days written notice from the Township and the Township shall have the right to remove all Equipment from the Permitted Area within 30 days from the Termination Date.

9) Removal – On or before the end of the Licence Term, the Permit Holder will, at its sole costs, remove all furniture, fixtures, equipment, barriers, fences, and demarcation lines from the Permitted Area, repair all damage, and leave the Permitted Area in as good a condition as it was on the Commencement Date.

10) Compliance with Laws – The Permit Holder will do everything necessary to comply with all applicable laws, regulations, by-laws, and with the advice, recommendations, and instructions of all officials having jurisdiction with respect to the Permitted Area and the operation of the Permit Holder's business therein.

11) Insurance – Before taking possess of the Permitted Area, and throughout the Licence Term, the Permit Holder will (1) obtain the insurance coverage which a prudent licensee would maintain; and (2) without limiting the general nature of the previous requirement, provide to the Township any evidence which the Township requires confirming that the permit holder maintains at least the following insurance:

The patio operator must submit an original Certificate of Insurance to the Township representative at least fourteen (14) days prior to the event.

The certificate of Liability Insurance shall include proof of a minimum of five (5) million dollars in Commercial General Liability Insurance.

The Certificate of Insurance must be in effect for the date(s) when municipal premises are being used or occupied by the patio operator including, without limitation, the time period for set-up and take-down. Failure to provide proof of insurance will void the permitted use of municipal property for a patio.

The Certificate of Liability insurance provided to the municipal representative must include the following:

- Policy number
- Company name and broker contact information
- Expiry date
- Coverage type and amount of Insurance coverage
- The Corporation of the Township of East Zorra-Tavistock shown as an additional insured to the Policy
- Coverage for bodily injury and property damage liability
- A Liquor Liability Endorsement (applicable to Alcohol Establishments only)
- Tenants Liability endorsement (applicable only when the patio operator is not the building/property owner)
- Personal Injury Liability
- Cross Liability and Severability of Interest Provision
- 30 Day Notice of Cancellation Provision

- 12) **Release** – All property kept in, on, or at the Permitted Area will be kept at the risk of the Permit Holder. The Permit Holder releases the Township from every claim which the Permit Holder might have or acquire in connection with its use and occupation of the Permitted Area, including without limitation, any claims arising from personal injury or damage, loss or theft of property regardless of how it arises or is caused.
- 13) **Indemnity** - The Permit Holder will indemnify and protect the Township from all losses or claims in connection with loss of life, personal injury, damage to property or anything else arising from a default of any of the Permit Holder’s obligations under a Streetside Patio Permit, or from any occurrence in or relating to the Permitted Area, or from the occupancy or use by the Permit Holder of all or any part of the Permitted Area, or occasioned wholly or in part by an act or omission of the Permit Holder or those for whom the Permit Holder is legally responsible or by anyone permitted to be on the Permitted Area by the Permit Holder. Notwithstanding the foregoing, the Permit Holder will not be required to indemnify and protect the Township from losses or claims arising directly from the gross negligence of the Township or of those for whom the Township is legally responsible.
- 14) **Termination** - The Township may terminate any Streetside Patio Permit immediately upon written notice to the Permit Holder for breach of any provision of the Permit. Upon termination by the Township hereunder, the Permit Holder agrees to vacate the Permitted Area immediately in accordance with the Permit and to leave the Permitted Area in as good a condition as it was in on the Commencement Date. Notwithstanding anything to the contrary contained in the Permit, the Township may at any time, for any reason (or no reason) whatsoever, terminate the Permit upon no fewer than 15 days’ prior written notice to the Permit Holder.
- 15) **No Assignment** – The Permit is personal to the Permit Holder and cannot be transferred or assigned without the Township’s prior written consent (which may be withheld in the Township’s sole, absolute and subjective discretion).
- 16) **Licensor/Licensee** – Nothing contained in the Permit or as a result of any acts of the parties will be deemed to create any relationship between the parties other than that of a licensor and licensee.
- 17) **Permit Prevails** – The Permit Holder acknowledges that the permit supersedes all other leases, encroachment agreements, licence agreements, or permits made by the parties prior to the date of the most recent permit.

Appendix B

Form to Clerk Requesting Council Grant Special
Exception



Township of East Zorra-Tavistock Request to Attend Council for Streetside Patio Permit Exemption

Contact Information

Applicant:

On-Site Contact: _____ Position: _____

Name of Business: _____

Address: _____

Telephone: _____ Cell: _____

Email Address: _____

Reason for Exemption Request

*** Include original permit application with submission**

Appendix C

General Agreement Form



TEMPORARY ENCROACHMENT AGREEMENT

THIS AGREEMENT made in duplicate this ____ day of _____, 20__.

Between:

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK**

A Municipal Corporation in the
County of Oxford, in the Province of Ontario
(Hereinafter called the TOWNSHIP)

OF THE FIRST PART

AND

(name of business operating patio)

Pursuant to the laws of the Province of Ontario

And having its head office at

(address of business)

(village), Ontario

(Hereinafter called the OWNER)

OF THE SECOND PART



WHEREAS:

1. The party of the First Part is the Owner of the land and premises known as __(name of street where the patio is operating) right-of-way__. As shown on Plan _____, in the Township of East Zorra-Tavistock, County of Oxford, __(PIN)__.
2. The party of the Second Part is the Owner (tenant) of the land and premises known municipally as __(name of business operating patio)__ in the Township of East Zorra-Tavistock. _____ Plan _____, Township of East Zorra-Tavistock.
3. __(General description of patio)__ located on the property owned by the party of the Second Part encroach over the land of the Party of the First Part as described in the attached sketch 20 __(drawing number)__, prepared by __(name of person who prepared the drawing)__, __(village)__, Ontario which plan is attached hereto as Sketch.
4. The Party of the Second Part doth hereby covenant and agree to indemnify and save harmless the Party of the First Part from any liability whatsoever arising out of this encroachment.
5. The Grantee agrees to maintain 5 million Commercial Liability Insurance during the period allowed for the operation of the patio and shall provide to the Corporation Proof of such insurance before the signing of this agreement by the Grantor, in the form of a certificate of liability issued by an insurance company licensed to write property casualty insurance in the Province of Ontario and providing as a minimum requirement the following;
 - i. As per Appendix A, Section 11 of the Streetside Patio Policy;



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- ii. Certificates must provide thirty (30) days' notice to the Corporation in the event of cancellation or non-renewal of an insurance policy or pertinent coverage;
 - iii. Certificates shall name the Corporation of the Township of East Zorra-Tavistock and the County of Oxford as additional insured with respect to the operation of the sidewalk and/or street-side patio.
6. The covenants on the part of the Grantee and the Grantor shall ensure to bind and not only the parties hereto, but their respective heirs, executors, administrators, successors, and assigns.
 7. The party of the First Part has agreed that the encroachment may continue only in accordance with the terms of this agreement and party the Second Part agrees to remove the (description of patio) by October 15, 202_ or by notice delivered via regular mail from the party of the First Part without compensation whatsoever.

In the event that the (description of patio) herein before referred to are substantially destroyed, the right of the party of the Second Part to the encroachment shall cease.

For the purpose of this agreement, it is agreed by the parties hereto that the (description of patio) shall be considered substantially destroyed in the event that the extent of the destruction is fifty percent (50%) or more. In the event that the parties are unable to agree on the extent of such destruction, the matter shall be submitted to the Chief Building Official for arbitration and their decision shall be final and binding upon the parties to this agreement.



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This agreement shall ensure to the benefit and be binding upon the heirs, executors, administrators and assigns of the party, respectively.

IN WITNESS, WHERE OF the parties have hereunto set their hand and seals.

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF
THE TOWNSHIP OF EAST ZORRA-TAVISTOCK.

PER _____
(Mayor, Phil Schafer)

PER _____
(CAO, Karen DePrest)

(NAME OF COMPANY OPERATING PATIO)

PER _____
(Print name and title)

PER _____
(Print name and title)