



CITY OF COURTENAY
Planning Services
830 Cliffe Avenue
Courtenay, BC V9N 2J7
Tel: 250-334-4441 Fax: 250-334-4241
Email: planning@courtenay.ca

SIDEWALK PATIO APPLICATION GUIDELINES

DETAILS / SPECIFICATIONS

Area	Downtown (BIA Zone)
Duration	May 1 st – November 30 th
Location	In front of property abutting sidewalk. Restrictions may apply subject to existing bylaws or regulations (e.g. proximity to intersection or existing infrastructure such as fire hydrant or cross walk).
Operation	Only when business is open. Patio must be securely closed when not in use.

TYPE OF SIDEWALK PATIO OPERATIONS

TYPE A	A sidewalk patio that does not occupy more than one half of the width of the sidewalk. Must provide 1.5m unimpeded sidewalk.
TYPE B	A sidewalk patio that requires the use of the parking area for pedestrian walkway. Sidewalk constructed in the parking stalls must consist of removable sidewalk sections with a width of 1.5m .
TYPE C	A sidewalk patio that maintains up to three on street parking stalls and maintains a minimum 1.5m sidewalk between the patio and business.

MAINTENANCE

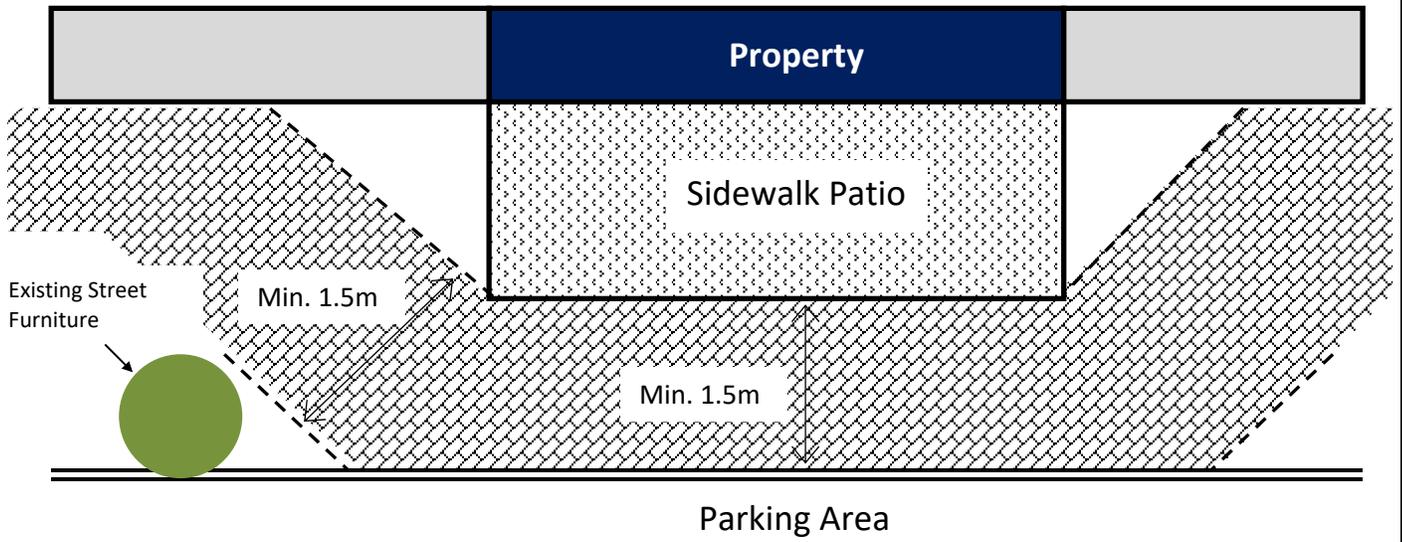
Operators are responsible for disposal of all garbage generated by their business.

DESIGN GUIDELINES

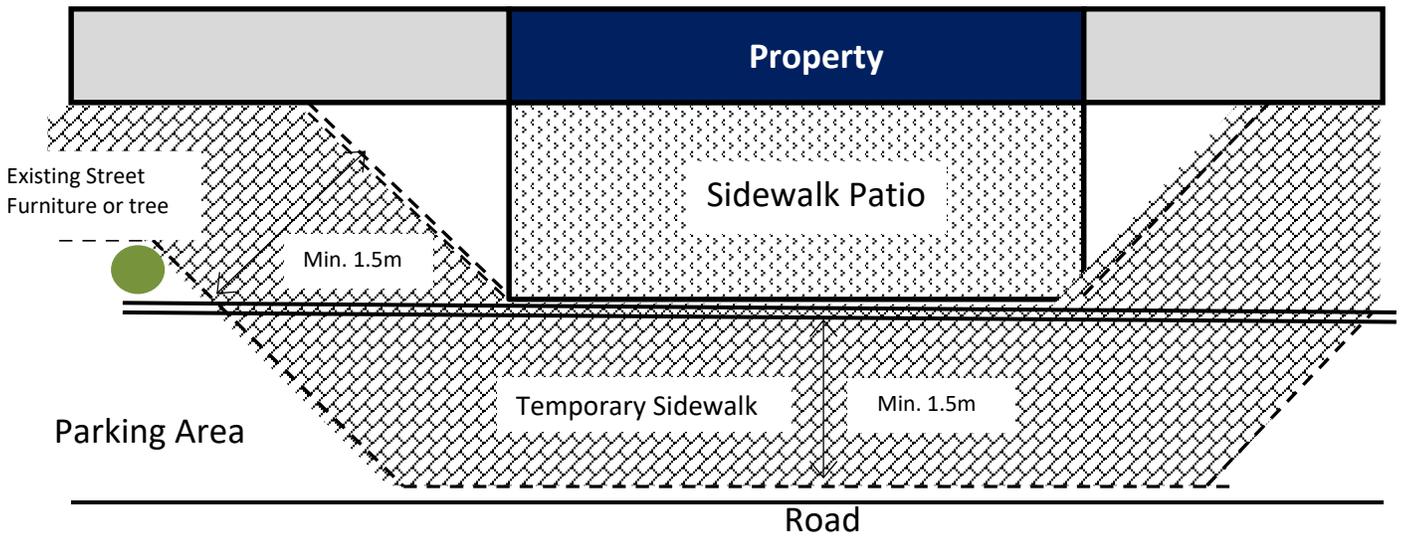
Operations	The sidewalk patio shall comply with all applicable laws and regulations regarding the sale and service of food beverages to the public.
Fence/Railings	<ul style="list-style-type: none">• Fencing required between patio area and vehicular traffic must meet necessary concerns.• Fence shall not exceed 1.0m in height with the exception of translucent plastic shields.• Opening shall be oriented to and open directly along the property frontage or directly to the curb line.• Design materials and colours used for the fence shall be compatible with the architectural elements of the surrounding buildings.• Planters are encouraged and should be integral with fence structure to maintain a compatible design relationship.
Devices	<ul style="list-style-type: none">• Temporary pedestrian walkway for or patio areas for Type B and Type C shall be at the same elevation as the abutting curb and sidewalk and have a non-slip finish and flush with the existing curb and sidewalk.• Patio shall not disturb water drain along existing sidewalk and/or curb (installation of a minimum 4-inch drainage void is required).• Additional sidewalk constructed in the parking stalls is subject to inspection and may require a building permit.• Such as umbrellas, shade devices must be securely fastened down and located within the approved area

Location	<ul style="list-style-type: none"> • Sidewalk patio shall not disturb traffic safety and circulation. • Sidewalk patio shall not be located in area of existing infrastructures such as light pole, bike stand, benches, driveways, or within 0.6m of any building entrance and exit. • Sidewalk patio shall have clearance of 6.0m from intersection and fire hydrants. • A maximum of 3 parking stalls may be used.
Additional Requirements	<ul style="list-style-type: none"> • The applicant shall obtain the necessary licensing from the Ministry of Public Safety and Solicitor General, the LCRB and any other applicable regulatory agencies. • The sidewalk patio shall comply with all applicable laws and regulations regarding the sale and service of food beverages to the public. • Fences, devices, and all other equipment shall be able to be removed within 24 hours if required by the City for installation, maintenance, repair of infrastructure. • Sidewalk patio shall meet all related municipal, provincial, and federal bylaws, regulations, and standards. • Accessibility standards shall be met. • The applicant shall obtain support letters from adjacent property/business owners, if a sidewalk patio encroaches on adjacent properties or parking stalls immediately in front of an adjacent property/business.

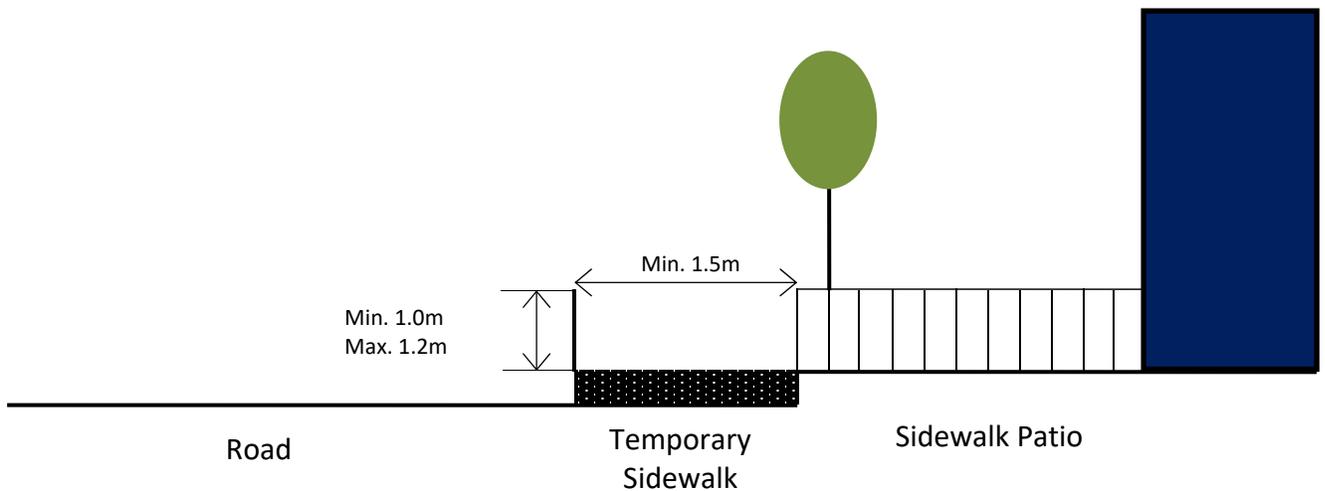
Type - A



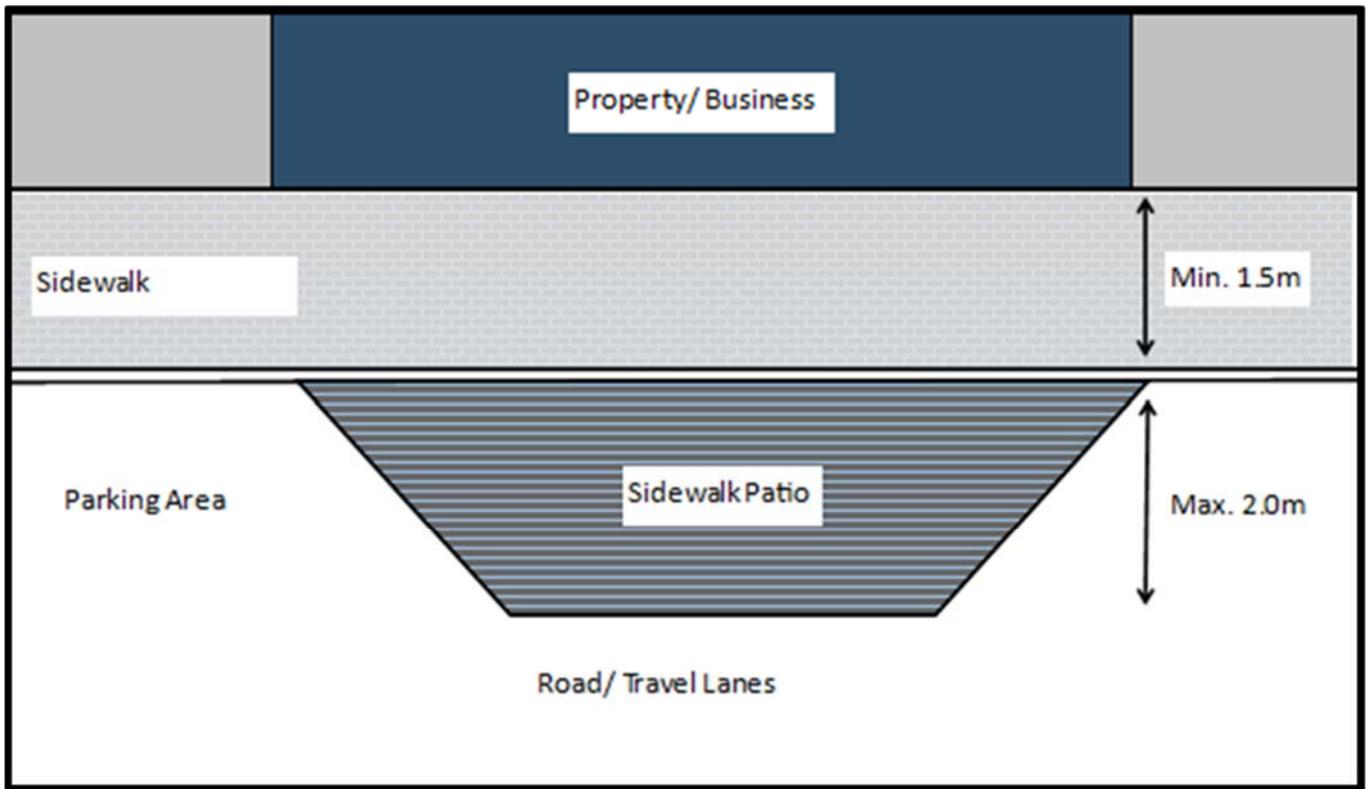
Type - B



Type - B (section)



Type - C (section)





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SIDEWALK PATIO APPLICATION FORM

APPLICANT INFORMATION		DESCRIPTION OF PROPERTY
Business Name:		Civic Address:
Contact Name:		
Address:		
City:	Postal:	Legal Description:
Tel:	Fax:	
Email:		

IF APPLICANT IS NOT THE OWNER OF THE PROPERTY

Owner's Name(s):	Tel:
Address:	Email:

TYPE OF SIDEWALK PATIO (SELECT APPLICABLE FROM THE FOLLOWING)

<input type="checkbox"/>	TYPE A	A sidewalk café that requires the use of the sidewalk area for sidewalk café
<input type="checkbox"/>	TYPE B	A sidewalk café that requires the use of the parking area for pedestrian walkway
<input type="checkbox"/>	TYPE C	A sidewalk cafe that requires the use of the parking area for sidewalk café

REQUIRED SUBMISSIONS

INCOMPLETE APPLICATION FORMS AND SUBMISSIONS WILL BE RETURNED TO THE APPLICANT WITHOUT FURTHER REVIEW

<input type="checkbox"/>	This application form to be completed and signed by the applicant
<input type="checkbox"/>	\$50.00 Application Fee (to be paid at the time of application)
<input type="checkbox"/>	Photos of the following: <ul style="list-style-type: none"> • Sidewalk • Parking Areas • Adjacent Buildings (both sides)
<input type="checkbox"/>	Drawing of Proposed Layout to include the following: <ul style="list-style-type: none"> • Area of Sidewalk café (scaled) • Proposed pedestrian walkway including materials if patio is constructed in parking area (scaled) • Number of table and chairs • Additional devices (e.g. umbrellas, signs) • Design of fence (including height)
<input type="checkbox"/>	Traffic Control Plan, for Type B and Type C applications (Appendix No. 1 Form)
<input type="checkbox"/>	A Copy of Certificate of Insurance (minimum liability \$5,000,000.00 The City shall be added as co-insured and must also include a 30 day written Notice of Cancellation Clause.
<input type="checkbox"/>	Copy of valid Business Licence
<input type="checkbox"/>	Copy of Valid Liquor Licence
<input type="checkbox"/>	Support Letters if a sidewalk patio encroaches on any adjacent properties

APPLICANT'S SIGNATURE

APPLICANT'S SIGNATURE:	DATE:
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SIDEWALK PATIO APPENDIX NO. 1

TRAFFIC CONTROL

Please fill in the blanks below. All applicants for Types B or C are advised to follow the attached instructional plan; if the patio installation requires modifications from the instructional plan, please provide a proposed modified traffic control plan.

APPLICANT INFORMATION

LOCATION (ADDRESS)

Business Name:

Civic Address:

Contact Name:

Address:

City:

Postal:

Name of the Establishment:

Tel:

Fax:

Email:

SCOPE OF WORK

Installation Date:

Work Time:

(e.g. 9:00 AM – 10:00 AM)

Contractor's Contact Info:

Name:

Phone:

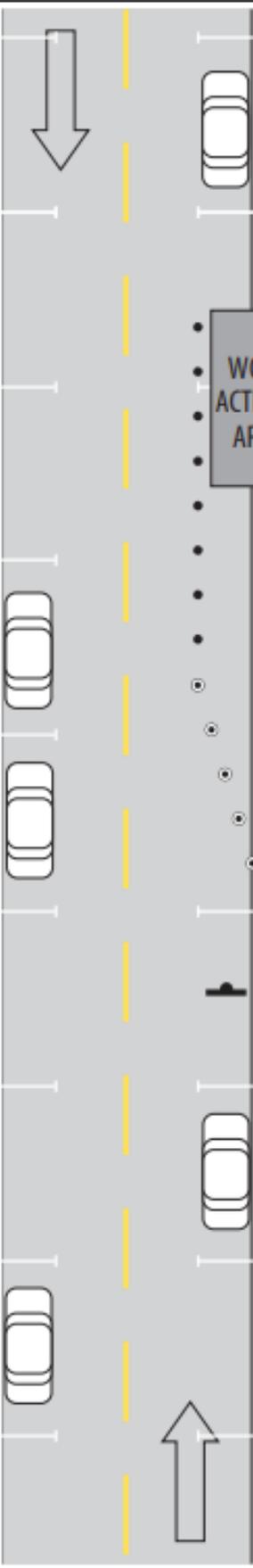
Email:

APPLICANT'S SIGNATURE

APPLICANT'S SIGNATURE:

DATE:

Work in Parking Lane
Urban Area



WORK
ACTIVITY
AREA

Buffer Space = 30m
delineator spacing = 5m

Taper Length = 5m
delineator spacing = 1m

Sign Distance from
Taper = 40 m

