



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 FORM

APPLICANT INFORMATION

Name of Business:

Civic Address:

Name(s) of Applicant:

Name of the Property Owner(s)
 (if different from the applicant):

Applicant's Mailing Address:

Applicant's Contact:

Phone:

(alternate)

Email:

Type of Sidewalk Cafe:

Type A

A sidewalk cafe that requires the use of the sidewalk area for sidewalk cafe

Type B

A sidewalk cafe that requires the use of the parking area for pedestrian walkway.

Applicant's Signature:

Date:

APPLICATION CHECK LIST

	YES	NO	
Sidewalk Patio Application From (this form)			
Application Fee			\$50.00
Photos			Include: Sidewalk Parking areas Adjacent buildings on both sides
Drawing			Shall include: <ul style="list-style-type: none"> • Area of sidewalk cafe (scaled) • Proposed pedestrian walkway including materials if patio is constructed in parking area (scaled) • # of tables and chairs • Additional devices (e.g. umbrellas, signs) • Design of fence (including height)
Copy of Insurance Certificate			Minimum liability \$5,000,000. The City shall be added as co-insured. A 30 day written Notice of Cancellation clause.
Copy of Business License			Valid license issued for the your business
Support Letters			If a sidewalk patio encroaches on any adjacent properties.