

Item		Details/Specifications
Project		
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 securely be closed when it is not used.	
Operations		
The Patio	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 .
Maintenance	Operators are responsible for disposal of all garbage generated by their business	
Design Guidelines	<p><u>Operations</u></p> <ul style="list-style-type: none"> The sidewalk patio shall comply with all applicable laws and regulations regarding the sale and service of food beverages to the public. <p><u>Fence/Railing</u></p> <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 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. <p><u>Devices</u></p> <ul style="list-style-type: none"> Temporary pedestrian walkway for Type B 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. 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. <p><u>Location</u></p> <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 2 parking stalls may be used. 	

	<p><u>Additional Requirements</u></p> <ul style="list-style-type: none"> • The applicant shall obtain the necessary licensing from the Ministry of Public Safety and Solicitor General, the LCLB and any other applicable regulatory agencies. • Fences, devices, and all other equipments 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.
Administration	
Application Form	Draft attached
Fee	Non-refundable \$50 for initial application processing
Photos	Including: Building facade Sidewalk Parking area Buildings adjacent to the business operated
Drawing	It must show: <ul style="list-style-type: none"> • Area of sidewalk patio (scaled) • Proposed pedestrian walkway for Type B (scaled) • # of tables and chairs • Devices • Design of fence (including height)
Copy of Insurance Certificate	Minimum insurance of \$5,000,000 with the City of Courtenay as an addition insured. It must include a 30 day written Notice of Cancellation clause.
Copy of Business License	Valid Business License
Liquor License	Valid liquor license