



# INFORMATION & APPLICATION FOR LARGE SIDEWALK PATIOS ON CITY PROPERTY

For additional information, call 311 or outside of City limits call 604.873.7000 or come to 507 West Broadway, 5<sup>th</sup> Floor (Crossroads Building), Client Service Counter.

# LARGE SIDEWALK PATIO APPLICATION PROCEDURE

## 1. APPLYING

The Sidewalk Patio Program is administered by Engineering Services. To apply for a sidewalk patio permit, complete the attached application form and submit the following:

- a copy of your current restaurant or limited service food establishment business license;
- three sets of (8 ½" x 14") detailed drawings showing the interior floor plans as well as the proposed sidewalk patio;
- \$224.00 non-refundable application fee (\$200.00 + \$24.00 HST) payable to the City of Vancouver.

To: Street Activities Branch, Engineering Services  
320 - 507 West Broadway, (Crossroads Building)  
Vancouver, BC V5Z 0B4

Please note: If you are applying to have a sidewalk patio permit in a designated heritage area (Yaletown, Gastown or Chinatown), you must apply to heritage planning first. For information call 604-873-7141.

## 2. APPROVAL PROCESS

Plans will be distributed to various City departments for approval; to Fire Prevention Services for approval of exiting procedures, standpipe clearance, etc.; Development Services for seating capacity, washroom facilities and accessibility; and to Engineering Services for approval of location, pedestrian clearance, sidewalk coring and general aesthetics. Engineering Services will coordinate these approvals. These approvals may take up to 6 weeks to complete. You may not install your sidewalk patio railings until you receive your preliminary approval letter.

Please note: If a portion of your patio is on private property or you are making any structural changes, you must obtain a development permit and a building permit through the Enquiry Centre of the Development Services Branch, Community Services (604-873-7613). Canopies or awnings will also require a permit from Development Services.

## 3. PRELIMINARY APPROVAL

Once the proposed sidewalk patio has been approved, Engineering Services will send you a preliminary approval package. You must then return the following:

1. a cheque payable to the "City of Vancouver" for the amount of your annual permit fee.
2. the City of Vancouver's Certificate of Liability Insurance form, completed and signed by an authorized representative of your insurance company (i.e. Company or Agent) which complies with paragraph 9 and 10 of the Sidewalk Patio Licensing Agreement.
3. both copies of the License Agreement (provided in the package), signed by an authorized signatory of the company.

## 4. FINAL APPROVAL

When all of the above requirements have been met and approvals are final, you will be permitted to install your sidewalk patio. Once the railings have been installed, you must contact the Large Sidewalk Patio Coordinator (604.829-2071) for inspection. If the patio has been installed according to the approved design, you will be issued a Sidewalk Patio Permit.

## 5. LIQUOR LICENSE

If you wish to extend your liquor license to include your sidewalk patio, you must first make an application to the Fire Prevention Department (604-873-7595), #201-456 West Broadway, Vancouver, BC V5Y 1R3. Application can be downloaded at [www.pssg.gov.bc.ca/lclb/publications/applications/LCLB012c.pdf](http://www.pssg.gov.bc.ca/lclb/publications/applications/LCLB012c.pdf)

Once you have obtained approval from the Fire Prevention Department, you will be required to send in a completed application, a copy of the permit issued by Engineering Services, the drawing with the Health Department's stamp of approval, and the drawing with Fire Prevention's occupant load stamp to: Liquor Control and Licensing Branch (250-387-1254), PO Box 9292 Stn Prov Govt, Victoria, BC V8W 9J8.

### GUIDELINES FOR LARGE SIDEWALK PATIOS

The guidelines for sidewalk patio design are quite general to encourage a variety of looks by restaurant or limited service food establishment owners. Each approved sidewalk patio shall:

1. directly abut the restaurant or limited service food establishment so patrons and servers do not cross the flow of sidewalk pedestrian traffic;
2. be adjacent to the restaurant or limited service food establishment's property (frontage or flankage);
3. leave sufficient unobstructed sidewalk width for the comfortable passage of pedestrians. This will be a minimum of 2.5 m (8 ft.) in most commercial areas, and up to 3.7 m (12 ft.) or more in areas of high pedestrian volumes such as near intersections;
4. have service stopped and all your customers relocated inside your establishment by 11:00 p.m. and ensure that the patio remains closed between the hours of 11:00 p.m. and 07:00 a.m. the following day, unless otherwise indicated on your business license or patio permit;
5. not block access to Fire Department connections, City sewers, City water works, B.C. Gas valves or exits from the adjacent building;
6. be marked off by means of planters or railings that have an 'OPEN' appearance; bollard and chain fencing is not permitted as it poses a hazard to pedestrians with a visual disability; the maximum height allowed is 1 metre (40") and the minimum is .75 m (30"); no material may be used between the railings and any overhang; advertising is not permitted to be attached to the railings to your patio; although the use of plants is encouraged, planters may not form a continuous solid barrier;
7. be constructed so that it can be completely removed within 24 hours, if required. Decks, platforms and structures are NOT permitted except to level a significant grade difference in the sidewalk or to harmonize indoor and outdoor seating levels. If permitted, the deck to your sidewalk patio must be wheelchair accessible. All decks, platforms and structures that are permitted in Yaletown or Gastown must be finished with brick pavers in keeping with the heritage nature of the Yaletown and Gastown area.
8. not have any umbrellas attached to or overhanging the patio railings, so as not to interfere with pedestrians. If a canopy or awning is used, it may NOT use supports which rest on City street allowance and appropriate permits must be obtained. Side weather protection is acceptable during the winter term only and must be completely transparent-NO EXCEPTIONS. Front weather protection (tarps, drop down/roll down coverings) is prohibited and may be subject to impoundment.
9. have one of the following completed by October 31<sup>st</sup> of each year, :
  - a. pay the winter term fee by November 1<sup>st</sup>, if any railings or structures are to remain on City property, or
  - b. obtain a Small Sidewalk Patio Permit, which allows up to 3 tables and 6 seats to remain on the sidewalk adjacent to the building (provided that alcohol is not being served to these tables), in accordance with the guidelines for small sidewalk patios, or
  - c. remove all tables, chairs, railings, structures, and all other items from City property;
10. hold a valid business license as a restaurant or a limited service food establishment;
11. obtain a liquor license extension if liquor is to be served in the sidewalk patio;
12. enter into a license agreement with the City;

13. pay a term fee based on location and square footage. Payment may be by post-dated cheque and is due before the opening of each term (on April 1 and November 1), provided that no post-dated cheque is under \$ 369.02;

Inspections of the site may be carried out by Engineering Services before, after, and during sidewalk patio operations. However, the City is not obligated to perform such inspections and these inspections in no way relieve the applicant from the obligation to comply with these guidelines and the terms of the Sidewalk Patio Permit.

### RENEWAL AND OPERATING REQUIREMENTS FOR LARGE SIDEWALK PATIOS

1. Once your sidewalk patio has been approved and authorized, you may renew it annually on April 1<sup>st</sup> of each year by completing the following requirements:
  - submit the permit fee (including post-dated cheques\* for the first day of each term during which you intend to operate). Interest of 15% per annum calculated daily will be charged on late payment;
  - maintain a current restaurant or limited service food establishment business license;
  - maintain valid liability insurance in compliance with the Sidewalk Patio Licensing Agreement and as outlined in the application form.

\* You may not submit a post-dated cheque for under \$ 369.02; these amounts must be paid in one cheque before the sidewalk patio opens.

Engineering Services will authorize you to operate your sidewalk patio by giving you a Sidewalk Patio Permit. You will not need to submit additional drawings unless you would like to change the layout or design of your sidewalk patio.

2. It is important that you adhere to the plans that were approved by the Engineering, Development Services and Fire Departments. If you wish to make any changes, please call 604-829-2071 to apply for authorization before making any alterations.
3. The Large Sidewalk Patio Permit allows operation during two terms:  
Summer Term (April 1 - October 31) and/or Winter Term (November 1 - March 31)

However, during the winter term (November 1 to March 31), you may obtain a Small Sidewalk Patio Permit which would allow you to place up to 3 tables and 6 seats adjacent to the building (provided that you are not serving alcohol to these tables), in accordance with the Small Sidewalk Patio guidelines, and provided that your large sidewalk patio decks, railings and umbrellas have been removed. If these are not removed you must pay the full winter term fee whether the sidewalk patio is operational or not.

4. Failure to meet any of the above requirements may result in any objects remaining on City property being removed by City crews (at the business owner's expense), and may jeopardize your future involvement in the program.

#### 5. Large Sidewalk Patio Rates:

##### Downtown

Summer Term (7 months) = \$ 7.07 /Sq.ft. + HST

Winter Term (5 months) = \$ 5.03 /Sq.ft. + HST

##### Not Downtown

Summer Term (7 months) = \$ 5.01 /Sq.ft. + HST

Winter Term (5 months) = \$ 3.57/Sq.ft. + HST

Minimum Annual Fee = \$ 329.48 + HST

## LARGE SIDEWALK PATIO APPLICATION

**PLEASE PRINT**

Date: \_\_\_\_\_

Application Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

Applicant's Business Name: \_\_\_\_\_ Fax No. \_\_\_\_\_

Restaurant Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Restaurant's Address: \_\_\_\_\_ Fax No. \_\_\_\_\_

Business License Name (in full) \_\_\_\_\_

Business' Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Business' Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Insurance provider: \_\_\_\_\_ Phone No. \_\_\_\_\_ Fax No: \_\_\_\_\_  
(Agent/ Broker)

Legal Description of Property (on property tax, lease etc.) Lot \_\_\_\_\_ Block \_\_\_\_\_

Section \_\_\_\_\_ District Lot (D.L.) \_\_\_\_\_ Plan \_\_\_\_\_

1. PLEASE SUBMIT \$224.00 non-refundable application fee (\$200.00 + \$24.00 HST)
2. SUBMIT three (8 ½ x 14") COPIES OF EACH OF THE FOLLOWING DRAWINGS:

**PLEASE NOTE:** Drawings are required for all new applications. Existing patios will be reviewed and Engineering Services may require drawings if unapproved changes have been made to the patio. In addition, existing patios may be modified due to current unobstructed sidewalk widths, seating capacity, and potential safety hazards before a patio permit is issued to the new owner.

- a. **SITE PLAN** - the PLAN view (from above) of the sidewalk patio and restaurant interior. The restaurant interior should include the seating arrangement as well as existing washrooms. On the exterior of the restaurant, please include any Fire Department connections, City sewers, City water works, B.C. Gas valves, the curb and all street furniture (trees, garbage containers, benches, bus zones, loading zones, telephone booths, etc.) and measurements indicating their location relative to the building face of the restaurant and the sidewalk patio railings. The plan view should extend 5 m (15 ft.) to either side of the restaurant and include the frontage of the restaurant and all property lines.
- b. **FRONT ELEVATION** - a view from the FRONT, which shows the slope (if any) of the sidewalk and the height of the proposed railings.
- c. **SIDE ELEVATION** - a view from the END showing the profile of the sidewalk patio against the face or side of the building. Please show any awning or umbrella coverage used, showing the awning width in relation to the sidewalk patio and curb.
- d. **THE PERSPECTIVE** (optional) - a 3 dimensional sketch including details of the demarcation (planters, railings, wrought iron, etc.). Please provide detailed descriptions of any furniture, including umbrellas, which will be used.

3. PLEASE ENSURE THAT DRAWINGS INCLUDE THE FOLLOWING DIMENSIONS:

LENGTH OF RESTAURANT FRONTAGE \_\_\_\_\_ m.

DISTANCE FROM PROPERTY LINE TO CURB \_\_\_\_\_ m.

PROPOSED WIDTH OF SIDEWALK PATIO \_\_\_\_\_ m.

PROPOSED LENGTH OF SIDEWALK PATIO \_\_\_\_\_ m.

PROPOSED AREA OF SIDEWALK PATIO \_\_\_\_\_ m<sup>2</sup>.

HEIGHT OF DEMARCATION (min 30"/.75 m, max. 40"/1m) \_\_\_\_\_ m.

DISTANCE BETWEEN DEMARCATION & CURB (min. 8 ft/2.5m) \_\_\_\_\_ m.

DISTANCE BETWEEN DEMARCATION & ANY OBSTRUCTIONS (min. 8 ft/2.5m) \_\_\_\_\_ m.

\*PLEASE INDICATE DISTANCES TO ALL OBSTRUCTIONS ADJACENT TO THE PROPOSED PATIO AREA AND WITHIN AN 8'/2.5m RADIUS OF THE PROPOSED AREA\*

TYPE OF DEMARCATION TO BE USED (i.e., railing, planter - give full description)

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4. IS A DECK PROPOSED?     YES                       NO

PLEASE NOTE: If permitted, the deck to your sidewalk patio must be wheelchair accessible.

PLEASE NOTE: Bollard and chain demarcation is NOT permitted.

If you will be fastening anything to the sidewalk, please include details in the drawings. The suggested method for fastening is galvanized or stainless steel concrete anchors at regular intervals, counter-sunk with internal threads. Upon removal of the railings, any holes in the concrete must be capped flush with the surrounding surface.

5. INFORMATION REQUIRED FOR LIQUOR CONTROL & LICENSING BRANCH APPROVAL

6. DO YOU HAVE A LIQUOR LICENSE?     YES                       NO

7. DO YOU PROPOSE TO SERVE LIQUOR IN THE SIDEWALK PATIO?     YES                       NO

IF YES:

Send in a completed application (can be downloaded from [www.pssg.gov.bc.ca/lclb/publications/applications/LCLB012c.pdf](http://www.pssg.gov.bc.ca/lclb/publications/applications/LCLB012c.pdf)), a copy of the permit issued by Engineering Services, the drawing with the Health Department's stamp of approval, and the drawing with Fire Prevention's occupant load stamp to: Liquor Control and Licensing Branch (250-387-1254), PO Box 9292 Stn Prov Govt, Victoria, BC V8W 9J8.

8. INFORMATION REQUIRED FOR HEALTH DEPARTMENT AND PROCESSING CENTRE BUILDING APPROVAL.

DO YOU WISH TO INCREASE THE MAXIMUM NUMBER OF SEATS:     YES                       NO

IF YES, YOU MUST CONTACT THE ENQUIRY CENTRE AT 604-873-7613 BEFORE SUBMITTING THIS APPLICATION.

**PLEASE NOTE:** The maximum seating capacity is the lowest number allowed by the Licenses and Inspections Branch of Community Services, the Health Department or the Fire Department.

REQUIREMENTS FOR RISK AND EMERGENCY MANAGEMENT DEPARTMENT APPROVAL

**Liability and Indemnity**

The Licensee agrees that it will indemnify and save harmless the City of Vancouver and its officials, officers, employees, servants and agents from all costs, losses, damages, compensation and expenses (including Counsel fees) of any nature whatsoever suffered or incurred by the City and sustained or caused by the Licensee's occupation or possession of the Premises, and from all claims, demands, suits and judgements against the City and its officials officers, employees, servants and agents, or either of them, on account of or in respect of the Premises or of the occupation or possession or use thereof by the Licensee, its servants, agents, contractors, licensees or permittees.

**Insurance**

The Licensee shall, without limiting its obligations or liabilities herein and at its own expense, provide and maintain the following insurance(s) with insurers in British Columbia and in forms and amounts acceptable to the City of Vancouver's Director of Emergency Management:

Comprehensive general liability in an amount not less than \$2,000,000.00 inclusive per occurrence against bodily injury and property damage. The City of Vancouver and its officials, officers, employees, servants and agents are to be added as additional insureds under this policy(ies). Such insurance shall include, but not be limited to:

- I. Products and Completed Operations Liability
- II. Owner's and Contractor's Protective Liability
- III. Blanket Written Contractual Liability covering liability arising directly or indirectly out of the performance of this agreement.
- IV. Contingent Employer's Liability
- V. Personal Injury Liability
- VI. Cross-Liability or Severability of Interest
- VII. Employees as Additional Insureds
- VIII. Broad-Form Property Damage
- IX. Deductible Clause not to exceed \$5,000.00

All the foregoing insurance shall be primary. Any insurance or self-insurance maintained by the City of Vancouver shall be in excess of this insurance and shall not contribute to it.

Prior to the commencement of the agreement the Licensee shall provide the City of Vancouver with evidence of all required insurance to be taken out in the form of a completed City of Vancouver Certificate of Insurance. Similar evidence of renewals, extensions or replacement of said policies shall be forwarded to the City of Vancouver at least 15 days prior to their renewal, extension or replacement. When requested by the City of Vancouver, the Licensee shall provide a certified copy of the required policy (ies).

All required insurance shall be endorsed to provide the City of Vancouver Engineering Department with 30 days prior written notice of cancellation or material change.

I, \_\_\_\_\_ (Business Owner/Authorized Signatory), hereby acknowledge that the above information is correct.

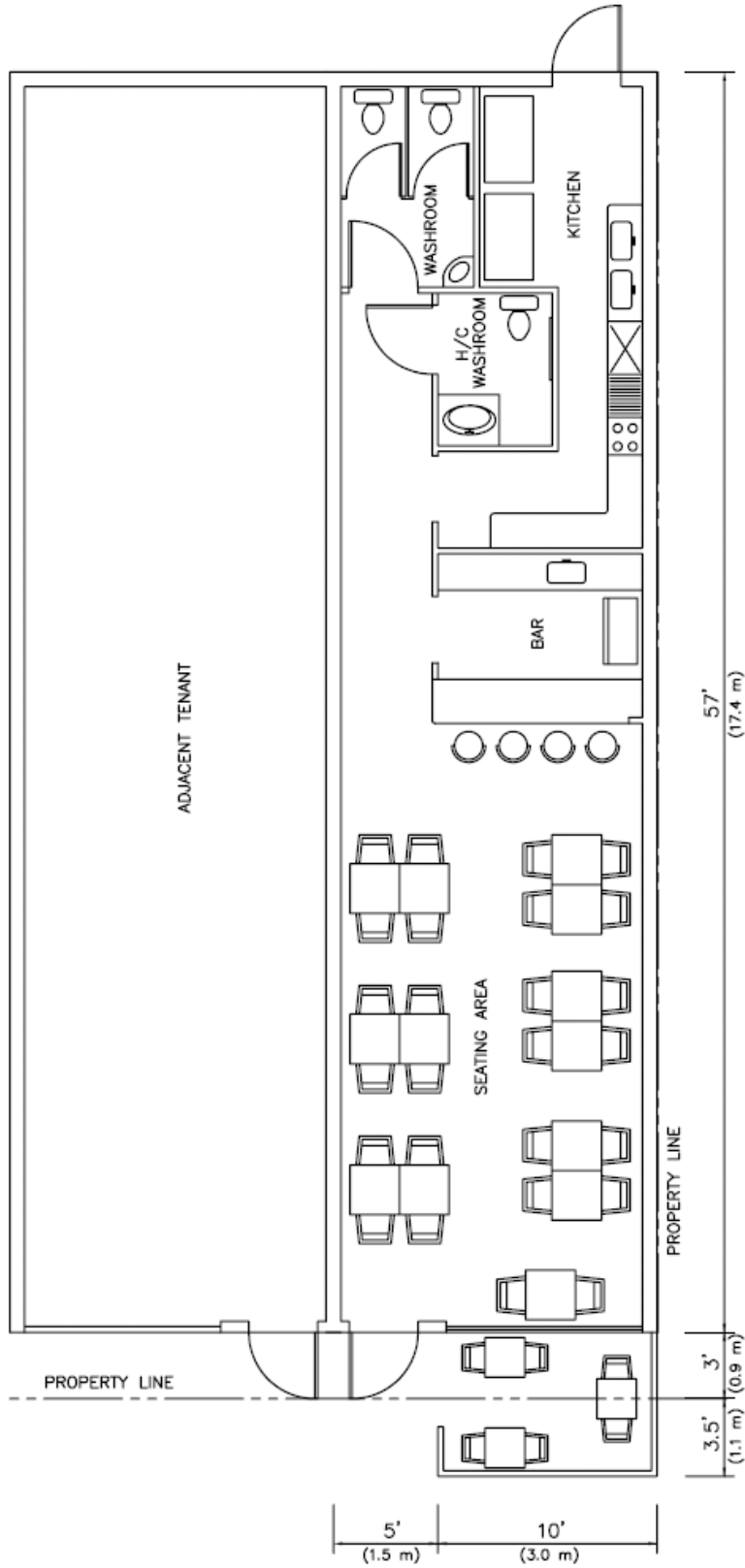
Date: \_\_\_\_\_ Business Owner/Authorized Signatory's Signature: \_\_\_\_\_

SEND DRAWINGS AND THIS APPLICATION FORM TO:

Emma Mendoza-Isip  
Street Activities Branch  
Engineering Services  
320 - 507 West Broadway, 5<sup>th</sup> Floor  
Vancouver, BC V5Z 0B4  
(Tel): 604-829-2071 (Fax): 604-873-7255



# SAMPLE SITE PLAN/SEATING PLAN



WEST 12TH AVENUE

YUKON STREET

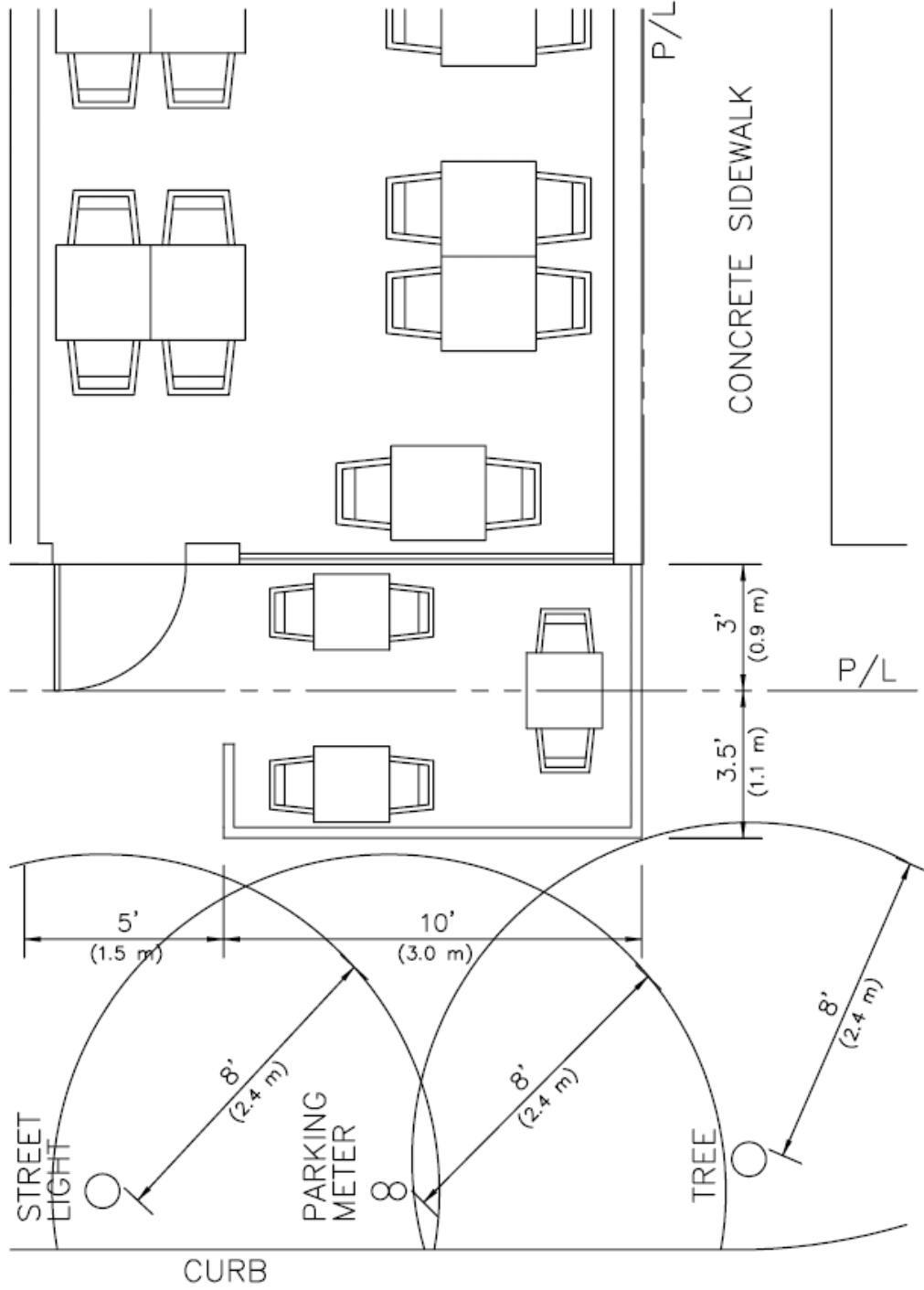
SCALE: 1/8"=1'-0" (1:100)

DATE: FEBRUARY 2006

CITY HALL CAFE  
ADDRESS: 453 W. 12th Avenue

# SITE PLAN/SEATING PLAN

# SAMPLE SITE PLAN/PATIO PLAN



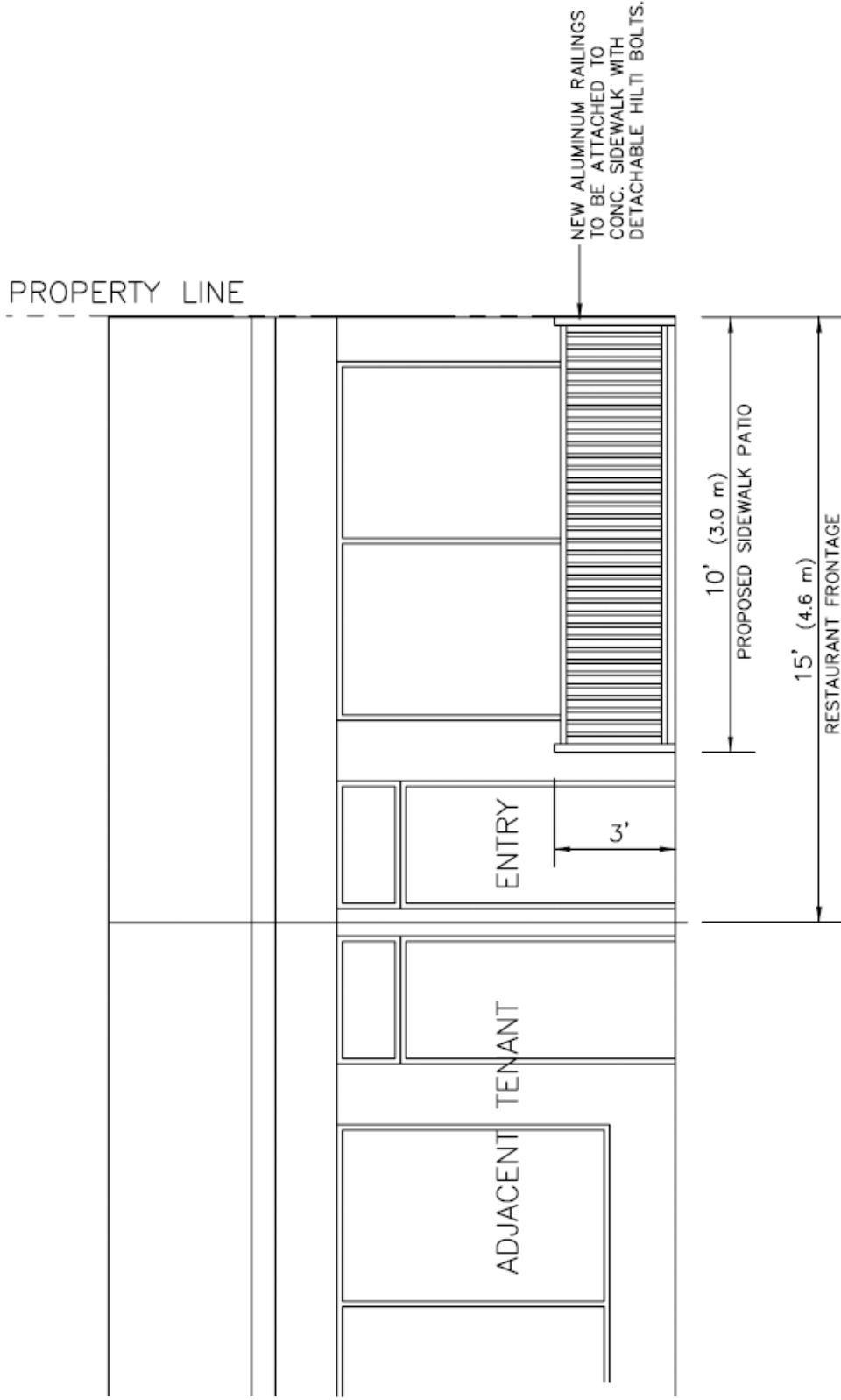
WEST 12TH AVENUE

CITY HALL CAFE  
ADDRESS: 453 W. 12th Avenue

SCALE: 1/4"=1'-0" (1:50)  
DATE: FEBRUARY 2006

PROPOSED EXTERIOR PATIO

SAMPLE FRONT ELEVATION



FRONT ELEVATION

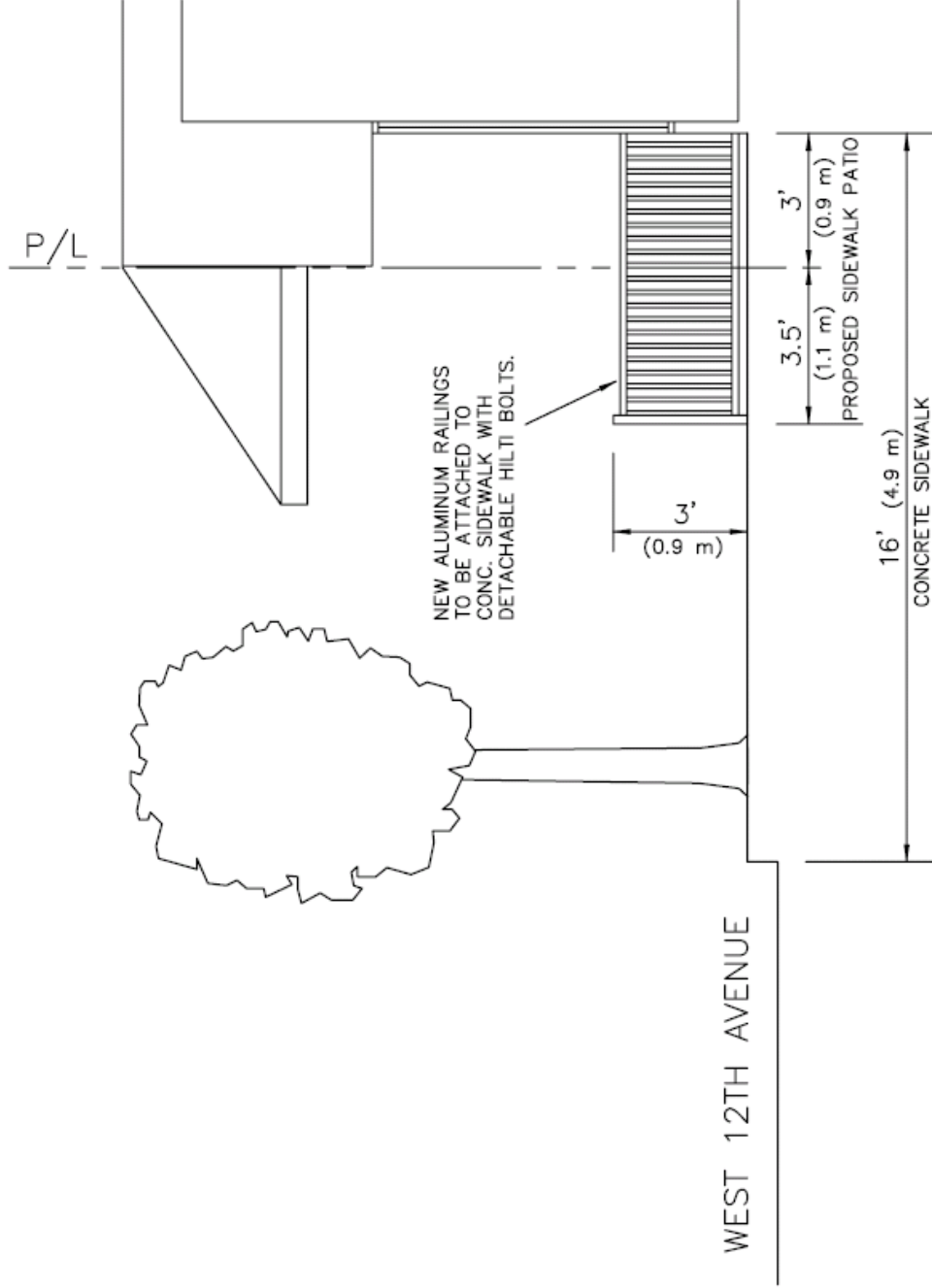
SCALE: 1/4" = 1'-0" (1:50)

DATE: FEBRUARY 2006

CITY HALL CAFE

ADDRESS: 453 W. 12th Avenue

SAMPLE SIDE ELEVATION



SIDE ELEVATION

SCALE: 1/4"=1'-0" (1:50)

DATE: FEBRUARY 2006

CITY HALL CAFE

ADDRESS: 453 W. 12th Avenue