



**APPLICATION / AGREEMENT**  
**PATIO**  
**USE OF CITY PROPERTY**

Part One – Type of Application <i>(select all that apply)</i>		Office Use Only
<input type="checkbox"/> New Patio <input type="checkbox"/> Renewal <input type="checkbox"/> Update to Existing Patio		File No.: _____ PID.: _____ Date of Application: _____ Accepted By: _____
Part Two – Type of Patio (Check all that apply)		
<input type="checkbox"/> <b>Sidewalk Patio (Non-Fenced)</b> Unfenced area used for dining and / or public seating purposes, along the frontage of the business.		
<input type="checkbox"/> <b>Sidewalk Patio (Fenced)</b> Separated area by a fixed structure such as fencing, used for dining and / or public seating purposes, along the frontage of the business.		
<input type="checkbox"/> <b>Curbside Patio</b> Enclosed area, used for seasonal dining that extends over one to two parking stalls, along the frontage of the business that includes customer seating.		
<input type="checkbox"/> <b>Parklet Patio</b> Temporary public seating area that extends over one to two parking stalls, along the frontage of a business. Includes public seating, landscaping, and bike parking.		
Part Three – Number of Patio Items and Other Requests		
Number of Patio Tables: _____  Number of Patio Chairs: _____  Number of Patio Parking Stalls: _____	Other Request (explain): _____ _____ _____	
Part Four – Business Information		
Business Name:	Phone Number:	
Civic Address:		
Email:		
Part Five – Applicant / Owner(s) Information		
Name:		
Address:		
City:	Postal Code:	Phone:
Email:		

## Part Six – Requirements and Conditions

### General Requirements

1. The Patio is limited to a temporary six-month period commencing April 15<sup>th</sup> and ending October 15<sup>th</sup> of each year, unless otherwise approved by the City in writing.
2. The Patio area shall not be used for storage.
3. The use of the Patio is limited to the regular hours of the business.
4. The Applicant must comply with relevant City Bylaws, including the Quiet Hour regulations in the [Noise Bylaw No. 1940](#).
5. The use of a Curbside Patio shall be limited to the serving of foods and beverages and for dining businesses only. No further retail uses will be permitted within the patio area.
6. The use of a Parklet Patio shall be limited to public seating only. No serving of foods and beverages or further retail uses will be permitted within the parklet patio area.
7. The Applicant shall obtain the necessary licensing from the Interior Health Authority, Liquor and Cannabis Regulation Branch, or other regulatory agency for the specific activity in which they are proposing to engage.
8. The Applicant must obtain public liability insurance in the amount of \$2,000,000.00 and name the City as co-insured. The Applicant shall submit a Certificate of Insurance to the City prior to the occupancy or operation of the Patio.
9. The Applicant for a Parklet Patio must provide a letter of support from the adjoining property owners (support from 66% of the block face in question is required).

### Location / Siting Requirements

10. The Patio shall be located so that a minimum of 1.5 m walkway is maintained as an acceptable pedestrian thoroughfare.
11. The Patio shall not be located within 6 m of any street or laneway corner.
12. A Curbside Patio is limited to the maximum width of the business and shall not extend in front of an adjacent business, except with the agreement of the adjacent business to be provided in writing to the City.
13. The Patio must not interfere with storm water draining, restrict access to catch basins / maintenance holes / utilities, or be located within 5 m of a fire hydrant or fire lane.

### Design Requirements

14. The design of a Sidewalk / Curbside Patio shall be in accordance with [DS-1 Outdoor Patio Policy](#). The design of a Parklet Patio is subject to City staff review under the Parklet Pilot Program.
15. A Curbside / Parklet Patio will require additional traffic barriers (e.g. large planters, etc.) to ensure the safety of the patio users and / or pedestrians.
16. Fences or guardrails must be secure and shall include the placement of reflective tape or similar type product at the two corners opposite the vehicle travel section of the road right-of-way.
17. Furniture, planting of flowers and container-grown vegetation are all encouraged for a Curbside / Parklet Patio but shall not extend past the boundaries of the Patio.
18. All the Patio outdoor furniture and other fixtures such as flower planters, etc. must be located within the patio area and not in the pedestrian travel area.
19. All outdoor furniture (e.g., tables, chairs, umbrellas, etc.) must be in good condition and appearance.
20. Fences, guardrails and all outdoor furniture shall not be secured to City infrastructure (e.g., the sidewalk, tree wells / trees, posts, fire hydrants, parking meters, street lights, bicycle racks, etc.) unless otherwise approved by the City in writing.
21. All the Patio outdoor furniture shall not be left unsecured after business hours.
22. No parts of the Patio, including decorations shall pose a hazard (e.g., thorns, poisonous plants, invasive species, sharp edges, tripping hazards, etc.).

23. The Patio space and adjacent sidewalk must be clear of any hazards including the timely removal of snow, ice and refuse.
24. The Patio layout must accommodate mobility aids and wheelchairs and must not impede wheelchair access to the related building or to neighbouring buildings or businesses.
25. Construction of a Curbside / Parklet Patio area shall be at the same elevation as the abutting curb and sidewalk.
26. Construction of a Curbside / Parklet Patio area surface must be non-slip and maintenance free. The use of carpet is prohibited.
27. The design of a Parklet Patio should direct patrons to access / egress at the ends on its sidewalk-facing side and ensure that the transition between the existing sidewalk and Parklet Patio is fully accessible and mobility friendly.

**Part Seven – Signatures**

As the Applicant, I confirm that I have read the relevant City of Revelstoke bylaws and policies and this application is in conformance (unless a bylaw amendment or variance forms part of this application). I declare that the documents submitted in support of this applications are, to the best of my knowledge are true and correct.

I confirm that I have read and agree to abide by the above-mentioned conditions.

I understand that all fees charged in connection with this application are in accordance with the City [Fees and Charges Bylaw No. 2256](#), as amended.

I understand that the City retains the right to revoke any permission granted to use public sidewalks or parking stalls for the Patio at any time where it is found that the use is creating difficulties deemed unacceptable to the City.

I understand that the Patio shall not be subleased or transferred to other parties.

I agree to indemnify and save harmless the City, its officers, employees and elected appointed officials, from and against all actions, proceedings, claims and demands by any person and to reimburse the City for all damages and expenses caused or contributed to by the negligence or other default of the Applicant, its servants or agents in respect of anything done pursuant or ostensibly pursuant to this agreement, or caused or contributed to by the placement of the Patio on the sidewalk or parking stalls.

Applicant Name: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Year, Month, Day)*

**Office Use Only**

<p><b>File No.:</b> _____</p> <p><b>Fee:</b> _____</p> <p><b>Approved Dates:</b> _____</p> <p>_____</p> <p>_____</p>	<p><b>City of Revelstoke Authorization</b></p> <p><b>Name:</b> _____</p> <p><b>Title:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date:</b> _____</p> <p style="text-align: right;"><i>(Year, Month, Day)</i></p>
--	--

**Approval Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**City of Revelstoke**  
**Development Services**  
 216 Mackenzie Ave, Revelstoke, BC  
 250-837-3637 | [development@revelstoke.ca](mailto:development@revelstoke.ca)

## APPLICATION CHECKLIST

### PATIO

### USE OF CITY PROPERTY

This supporting documentation list outlines the standard requirements for complete applications. All applications are required to be submitted in person at the Development Services department in City Hall or by email to [development@revelstoke.ca](mailto:development@revelstoke.ca). **Only complete applications will be accepted.**

Depending on the nature and complexity of the application, additional requirements may be requested after an internal review. ***We encourage all applicants to consult with Development Services staff before submitting an application.***

Part Eight – Supporting Documentation		
Application Type:	Submission Requirement:	If Applicable:
New Patio	A, B, C, D, E, F, G	
Renewal	A, B, H	
Update to Existing Patio	A, B	C, D, E, F, G, H

OFFICE USE	SUBMITTED	ITEM ID	CHECKLIST	DETAILS
<input type="radio"/>	<input type="radio"/>	A	Completed Application Form, & Checklist	Patio Application / Agreement and Checklist completed pages 1 - 4
<input type="radio"/>	<input type="radio"/>	B	Liability Insurance	Proof of General Liability Insurance with the City of Revelstoke listed as an "Additional Insured", with a minimum of \$2,000,000 coverage.
<input type="radio"/>	<input type="radio"/>	C	Letter of Intent	Includes: <input type="checkbox"/> Hours of Operation; and <input type="checkbox"/> Patio Operation Hours.  Permission from Neighbouring Businesses (if applicable)
<input type="radio"/>	<input type="radio"/>	D	Dimensional Site Drawing	Arial View (view from above) with proposed outdoor seating area location. Includes: <input type="checkbox"/> Max Width – does not extend in front of an adjacent business <i>OR</i> applicant provides agreement of the adjacent business in writing; <input type="checkbox"/> Number of Tables & Chairs; <input type="checkbox"/> Style of Fencing; <input type="checkbox"/> Provisions of Amenities; <input type="checkbox"/> Access & Location of Gates (if applicable); and <input type="checkbox"/> Ramp Location / Platform to Grade of Sidewalk.
<input type="radio"/>	<input type="radio"/>	E	Dimensional Elevation Drawing	Front & side views with measurements noted.
<input type="radio"/>	<input type="radio"/>	F	Pictures	Images showing the subject building with outdoor seating area.
<input type="radio"/>	<input type="radio"/>	G	Materials	Identification of the materials to be used in the outdoor seating area.
<input type="radio"/>	<input type="radio"/>	H	Previous Approvals	Includes: <input type="checkbox"/> Previously approved Site Plan; and <input type="checkbox"/> Photographs of patio setup from previous years.