

Encroachment Permit

Guidelines for the encroachment permit application process in the City of Revelstoke.

January 2022



Development Services
Department

building@revelstoke.ca
250-837-3637

216 Mackenzie Ave
Revelstoke, V0E 2S0
PO Box 170



What is an Encroachment Permit?

A business owner who wishes to encroach on City sidewalks or road rights-of-way with retail displays or additional outdoor seating areas (i.e. patio) can submit an application to the Development Services department (under DS-6 Encroachments on City Sidewalks Policy and DS-1 Outdoor Patios Policy) for the following:

- Display Table - is a 24" x 30" or 42" display table placed along the frontage of the business.
- Display Rack - is a 40" x 40" display rack placed along the frontage of the business.
- Sandwich Board Signage - is a 24" x 36" portable sign along the frontage of the business.
- Sidewalk Patio (Non-Fenced) - is an unfenced area used for dining and/or public seating purposes, along the frontage of the business.
- Sidewalk Patio (Fenced) - is a separated area by a fixed structure such as fencing, used for dining and/or public seating purposes, along the frontage of the business until October 15, 2022. Licensed restaurant patios must be fenced.
- Curbside Patio - is an enclosed area, used for seasonal dining that extends over one to two parking stalls, along the frontage of the business until October 15, 2022.
- Parklet - Are temporary public seating areas that extend over one to two parking stalls, along the frontage of a business. Includes Public seating, landscaping, and bike parking.



Sidewalk Patio (Fenced)



Curbside Patio



Side-Walk Patio (Non-Fenced)



Parklets



Application Requirements - Retail Displays

- The Applicant must obtain public liability insurance in the amount of \$2,000,000.00 and name the City as coinsured. The Applicant shall submit a Certificate of Insurance to the City prior to the occupancy or operation of the Retail Display(s).
- The Retail Display(s) (i.e. sandwich board signage, display table, display rack) 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.
- The Retail Display(s) must conform to the following sizes: a. Retail Table - 24" x 30" or 42" diameter b. Display Rack - 2' x 6' or 40" x 40" c. Sandwich Board Signage - maximum 24" width and 36" height
- The Applicant agrees that they will place no more than one (1) sandwich board sign at a time along the business frontage.
- The Retail Display(s) must be in good condition and appearance and weighted sufficiently to prevent wind uplift.
- The Retail Display(s) shall be located so that a minimum of 1.5 m walkway is maintained as an acceptable pedestrian thoroughfare.
- The Retail Display(s) and adjacent sidewalk must be clear of any hazards including the timely removal of snow, ice and refuse.
- The Retail Display(s) must not impede mobility aid and wheelchair access to the related building or to neighbouring buildings or businesses.

[View Application Form](#)

Application Requirements - Patios on City Land



- The Applicant must obtain public liability insurance in the amount of \$2,000,000.00 and name the City as coinsured. The Applicant shall submit a Certificate of Insurance to the City prior to the occupancy or operation of the Patio.
- 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.
- The Applicant must comply with relevant City Bylaws, including the Quiet Hour regulations in the Noise Bylaw No. 1940.
- 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.
- 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.
- 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.
- 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).

[View Application Form](#)



Questions?

We are here to help make the application process as smooth as possible. If you have questions, please contact us.

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building@revelstoke.ca
www.revelstoke.ca

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Photos provided by Tourism Revelstoke.