



Part One: Type of Application (Check all that apply)			Office Use Only
<input type="checkbox"/> New Display	<input type="checkbox"/> Renewal	<input type="checkbox"/> Update to Existing Display	File No.: _____ Date: _____
Part Two: Type of Retail Display (Check all that apply) (the Retail Display')			Roll number: _____ PID(s): _____
<input type="checkbox"/> <u>Sandwich Board</u> 24" x 36" portable sign placed along the frontage of the business. Only one permitted at a time along the business frontage.	<input type="checkbox"/> <u>Display Table</u> 24" x 30" or 42" display table placed along the frontage of the business.	<input type="checkbox"/> <u>Display Rack</u> 40" x 40" display rack placed along the frontage of the business.	
Part Three: Number of Retail Display Items and Other Requests			
Number of Sandwich Board Signage: _____ <i>(only one permitted at a time along the business frontage)</i>		Other Request (explain): _____ _____	
Number of Display Tables: _____			
Number of Display Racks: _____			
Part Four: Subject Business and Applicant			
Business Name (the 'Applicant'): _____		Civic Address of Business: _____	
Contact Name: _____		Phone Number: _____	
Mailing Address: _____		Email: _____	
Part Five: Requirements and Conditions			
<ol style="list-style-type: none">1. 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 Retail Display(s).2. 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.3. The Retail Display(s) must conform to the following sizes:<ol style="list-style-type: none">a. Retail Table - 24" x 30" or 42" diameterb. Display Rack - 2' x 6' or 40" x 40"c. Sandwich Board Signage - maximum 24" width and 36" height4. The Applicant agrees that they will place no more than one (1) sandwich board sign at a time along the business frontage.5. The Retail Display(s) must be in good condition and appearance and weighted sufficiently to prevent wind uplift.6. The Retail Display(s) shall be located so that a minimum of 1.5 m walkway is maintained as an acceptable pedestrian thoroughfare.7. The Retail Display(s) and adjacent sidewalk must be clear of any hazards including the timely removal of snow, ice and refuse.8. The Retail Display(s) must not impede mobility aid and wheelchair access to the related building or to neighbouring buildings or businesses.			

- 9. The use of the Retail Display(s) is limited to the regular hours of the business and must be removed after business hours.
- 10. The Retail Display(s) shall be in accordance with [Policy DS-6 Encroachments on City Sidewalks](#).

Part Six: 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 for the Retail Display at any time where it is found that the use is creating difficulties deemed unacceptable to the City.

I understand that the Retail Display 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 Retail Display on the sidewalk.

I confirm that a COVID-19 Safety Plan exists for my business and will be made available to representatives of the City of Revelstoke upon request. I verify that my business has implemented Policies and Procedures to support the COVID-19 Safety Plan.

Applicant Name: _____ Applicant Signature: _____ Date: _____
(Year, Month, Day)

Office Use Only

File No.: _____ Fee: _____ Approved Dates: _____ _____ _____	Approval Comments: _____ _____ _____ _____	City of Revelstoke Authorization Name: _____ Title: _____ Signature: _____ Date: _____ <i>(Year, Month, Day)</i>
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SUPPORTING DOCUMENTATION

Retail Display Checklist

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. **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 Seven: Supporting Documentation		
Application Type	Submission Requirement	If Applicable
New Retail Display	A, B, C	
Renewal	A, B	
Update to Existing to Display	A, B	C

OFFICE USE	SUBMITTED	ITEM ID	SUPPORTING DOCUMENT	DETAILS
<input type="radio"/>	<input type="radio"/>	A	Completed Application Form, and Checklist	Retail Display Application / Agreement and Checklist completed pages 1 - 3
<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	Dimensional Site Drawing / Photos	Photos / drawings of the sandwich board and / or retail table and / or display rack showing where set-up is in relation to the building. Includes: <ul style="list-style-type: none"> <input type="checkbox"/> Civic Address, North Arrow, Correct Scale & Scale Bar <input type="checkbox"/> Property Lines <input type="checkbox"/> Placement of Amenities (Sandwich Board, Retail Table, Display Rack). <input type="checkbox"/> Provisions of Amenities <input type="checkbox"/> The Name and Extent of Roads and Laneways in Proximity to the Property