



CASTLEGAR

OPEN STREETS PILOT PROJECT

BUSINESS LICENCE CHECKLIST AND APPLICATION FORM

The City of Castlegar 'Open Streets Pilot Project' is intended to assist business owners in meeting the physical distancing requirements of the Province of British Columbia by allowing them to utilize available outdoor spaces. The 'Open Streets Pilot Project' will be effective as of May 20, 2020 until October 31, 2020, after which it is anticipated that all improvements made during this period will be removed. All participants will be **required to hold a valid Business Licence** with the City of Castlegar.

REQUIREMENTS FOR PRIVATELY OWNED PROPERTY

- Submit **written permission** from the property owner that they have approved the site location and scale of outdoor siting.
- Provide the City of Castlegar with a site plan showing the following:
 - ✓ Site location in relation to existing business and adjacent businesses (if relevant)
 - ✓ Layout and placement of any chairs, tables, sales racks or signage
 - ✓ Location of sidewalk/curb and any parking stalls that will be used
 - ✓ Location of alternative parking areas if required (no more than 25% of required parking may be used for the purposes of mobile vending or improvements).
 - ✓ Location of any doorways or opening to existing business and adjacent businesses (if relevant)
- There is **no associated fee** for participation in this pilot project. Information provided will be kept on file with your Business Licence

REQUIREMENTS FOR CITY OWNED PROPERTY

- Enter into a **Highway Encroachment Agreement** with the City of Castlegar.
- Provide proof of the following comprehensive public **liability insurance** and property damage insurance providing coverage of at least \$2,000,000 and including the City of Castlegar as an additional insured.
- Provide the City of Castlegar with a site plan showing the following:
 - ✓ Site location in relation to existing business and adjacent businesses (if relevant)
 - ✓ Layout and placement of any chairs, tables, sales racks or signage
 - ✓ Location of sidewalk/curb and any parking stalls that will be used
 - ✓ Location of any doorways or opening to existing business and adjacent businesses (if relevant)
- There is **no associated fee** for participation in this pilot project. Information provided will be kept on file with your Business Licence

REQUIREMENTS FOR MOBILE FOOD VENDORS

- Enter into a **Highway Encroachment Agreement** with the City of Castlegar if locating on city owned property OR **written permission** from the property owner that they have approved the site location and scale of outdoor siting. **Written permission** from adjacent vendors within 50 metres is also required.
- Provide proof of comprehensive public **liability insurance** and property damage insurance providing coverage of at least \$2,000,000 and including the City of Castlegar as an additional insured if locating on city owned property.
- Meet the **Operating Guidelines for Mobile Food Vending**.
- Provide the City of Castlegar with a site plan showing the following:
 - ✓ Site location in relation to existing business and adjacent businesses (if relevant)
 - ✓ Layout and placement of any chairs, tables, sales racks or signage
 - ✓ Location of sidewalk/curb and any parking stalls that will be used
 - ✓ Location of any doorways or opening to existing business and adjacent businesses (if relevant)
- There is **no associated fee** for participation in this pilot project. Information provided will be kept on file with your Business Licence.

REQUIREMENTS FOR SANDWICH BOARDS ON PUBLIC PROPERTY

- Enter into a **Highway Encroachment Agreement** with the City of Castlegar.
- Provide proof of comprehensive public **liability insurance** and property damage insurance providing coverage of at least \$2,000,000 and including the City of Castlegar as an additional insured.
- Signs are to be placed outside of the business it relates to or at the most proximate intersection.
- Signs should be placed against the edge of the building or at the curb edge at least 1.5 metres from any other sidewalk features and in a manner that maintains at least a 2 metre width of clear sidewalk.
- Signs must be no more than 90cm by 60cm and can not be on wheels or attached to any sidewalk feature.

I, _____, certify that the description and location of the business shown above is correct, and I hereby apply for a licence to operate the said business within the City of Castlegar.

Signature of Licencee

Date

FOR OFFICE USE ONLY:

- | |
|-------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Application package is complete and contains all required documentation |
| <input type="checkbox"/> Property is appropriately zoned for the intended purpose |
| <input type="checkbox"/> Site plan does not obstruct maintenance requirements or pedestrian or vehicular traffic |

Reviewed By: Planning

Building

Engineering

Operations