

# Sidewalk Vendor Guidelines

## Storefront Use, Sidewalk Patio & Parklet Specifications

- Storefront Use, Sidewalk Patio, and Parklet Permits are valid from **May 1 to October 31** of the year it is issued or renewed.
  - Subject to the provisions of this Bylaw, a property owner or business owner shall be eligible to use the sidewalk or specified parking areas adjacent to their property for a storefront use, sidewalk patio or parklet.
  - Such uses shall not exceed the business storefront width unless the permit holder enters into a written agreement with adjacent property owner(s) to expand the use or consolidate the use with adjacent property owner(s). Such spaces may include private parking lots or City owned property with the permission of the owner(s) or City.
  - Spaces that include private parking lots must not use more than 25% of the required parking as per the City's Zoning Bylaw for the purposes of improvements.
  - Storefront uses, sidewalk patios and parklets shall be constructed in a manner to enable unfettered access to City infrastructure.
  - Removal of improvements for the purposes of emergency repairs to City infrastructure, are permitted at any time, with no cause of claim to the City.
  - Storefront uses, sidewalk patios and parklets shall not impact any existing City infrastructure such as street trees, light standards, or waste refuse bins, or be located in any of the following areas:
    - In an area necessary for parking fire equipment, including parking areas adjacent to fire hydrants;
    - In an area necessary to provide access to public transportation; or
    - In an area designated for accessible parking.
- Pedestrian access shall remain unobstructed at a minimum width of 1.5 metres.
  - Overhead projections, such as awnings, roof structures, or umbrellas, shall be at a minimum of 2.5 metres above ground level.
  - Storefront uses, sidewalk patios and parklets shall be designed to allow reasonable access for persons with disabilities and constructed in a manner consistent with accessible street design standards.
  - The installation of electrical or gas units, such as temporary or permanent heaters, shall be in conformance with BC Safety Authority regulations.
  - Patios and parklets must be constructed to be free-standing and not anchored to the roadway or sidewalk and must be constructed of stable materials.
  - Outdoor seating areas should not be sited within 6 metres of an intersection.
  - All curbside and licenced patios must be fenced.
  - Railings shall be constructed of durable materials and affixed in a secure manner. Railings should be at a minimum height of 1.0 metres.

Castlegar City Hall

Open Mon – Fri, 8:30 a.m. – 4:30 p.m.

250 365 7227 | [castlegar.ca](http://castlegar.ca)

CASTLEGAR

# Development Services Sidewalk Vendor Application



PART 1. NATURE OF APPLICATION			
<b>Licencing Type</b> <input type="checkbox"/> Storefront Use, Sidewalk Patio, or Parklet Permit <input type="checkbox"/> Renewal			
PART 2. PROPERTY/BUSINESS INFORMATION			
Name of Owner/Business			Date of Application
Civic Address of Property/Business			Licence Number (if applicable)
Legal Description Lot	Block	Plan	PID Number
PART 3. BUSINESS APPLICANTS ONLY			
Business Floor Area		Number of Employees	Business Phone Number
Home Occupation Yes      No	Mobile Vendor Yes      No	Zoning Designation	
Description of Business			
Owner: Last Name		First Name	Phone Number
Email Address		Owner's Mailing Address	
PART 3. SIGNATURES			
<p>I hereby make an application for a Sidewalk Vendor Licence in accordance with the information contained and stated within and declare that the information provided is true and correct. I undertake that if I am granted the Sidewalk Vendor Licence that I applied for, that I am obligated to comply with all conditions and requirements of its approval, including City of Castlegar Bylaws and amendments thereto and in force. In accordance with the application checklist and advisement of City staff, I have included all necessary documentation and plans required for this approval.</p>			
_____		_____	
Signature of Property/Business Owner		Signature of Registered Property Owner	
_____		_____	
Date		Date	

The personal information collected on this form is collected for the purposes of a development approval of the City of Castlegar as authorized by Section 26 of the Freedom of Information and Protection of Privacy Act. All information collected with this form shall be disclosed to the public upon request. Copies of any associated documentation submitted as part of this application becomes part of the local government's records and therefore subject to the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of information, please contact the City's Corporate Officer at (250) 365-8973.

This page must be returned

# Development Services Sidewalk Vendor Application



FOR OFFICE USE ONLY									
Roll Number			Type of Business				Zoning Designation		
Parking Requirements Met Yes      No				Development Permit Area Yes      No      DP No:					
Development Variance Yes      No				Use Permitted Yes      No      Permit No:					
Building Permit Required Yes      No      Permit No:				Fire Inspection Yes      No      Date:					
Sign Permit Yes      No      Permit No:				Encroachment Permit Yes      No      Permit No:					
Mobile Vending Operational Guidelines Met?									
<b>Food &amp; Beverage</b> Yes      No			<b>Retail</b> Yes      No			<b>Interior Health Approval</b> Yes      No			
Date of Receipt of Application			Date of Issuance				Date of Completion		

Total Fees (10-1-2420-4210) \$ \_\_\_\_\_

Signature of Building Official: \_\_\_\_\_

Additional Notes:

## Application Checklist

1. A full and complete application form
2. 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; and
  - location of any doorways or opening to existing business and adjacent businesses (if relevant).
3. 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 if on city-owned property.
4. \$50 Fee

## Every Permit holder must:

- ensure that all of the restrictions, requirements, specifications, terms and conditions of the Permit are met;
- comply with the plans, specifications forming part of the Permit, and complete the works required by the plans and specifications of the Permit;
- submit a request to the City's Building Official to inspect any works undertaken before use of the Permit each year; and
- be bound by any waiver and indemnity which forms part of the Application and Permit

