

SIDEWALK CAFÉ APPLICATION FORM

Sidewalk Café Bylaw No. 3441

OFFICE USE ONLY				PAYMENT STAMP	
PERMIT #	SC_	AMENDING PERMIT #:		STAFF INITIALS GL# 1142600-000	
FEES	<input type="checkbox"/>	New or modified Sidewalk Café Permit Application	\$ 300		
	<input type="checkbox"/>	Sidewalk Café Permit Renewal Application	\$ 100		
	<input type="checkbox"/>	Seasonal Fee	Minimum \$300 or \$48.50/m ² of patio area Area = _____ m ²		
	<input type="checkbox"/>	Seasonal off-Street Parking Rental Fee	\$480 / parking stall # of parking stall = _____		
APPLICATION FEE:			\$		

Refer to the City of Nelson Sidewalk Café Bylaw No. 3441 for information on requirements, or contact the Development Services & Climate Leadership Department. Bylaws are available at www.nelson.ca/bylaws

REQUIREMENTS FOR COMPLETE APPLICATION

When applying for a Permit, the following items must be submitted as a complete package*:

- ☐ A completed application form
- ☐ Application fees
- ☐ A site plan showing the building/property/street details with measurements and the location of the proposed sidewalk café
- ☐ Photos of the building and area to be occupied by the patio
- ☐ Coloured rendering to scale of the sidewalk café with planned furniture (tables and chairs)
- ☐ Copy of Business License
- ☐ Copy of insurance

Note: Additional information may be required by the City upon review of your application package.

APPLICATION INFORMATION

PROPERTY UNDER APPLICATION

CIVIC ADDRESS:

PID(s):

APPLICANT

APPLICANT IS THE: ☐ Owner ☐ Tenant*: BUSINESS LICENSE # _____
☐ Designer/Contractor** ☐ Other Authorized Agent **of _____

* THE APPLICANT IS RESPONSIBLE FOR ENSURING ALL PROPERTY OWNERS HAVE REVIEWED AND ARE IN AGREEMENT WITH THIS PROPOSAL

**IF APPLICANT IS NOT AN OWNER (PROPERTY OWNER OR TENANT) THEN AN OWNER AUTHORIZATION FORM MUST BE SUBMITTED nelson.ca/applications

NAME:		BUSINESS NAME:	
E-MAIL:		PHONE:	PHONE (ALTERNATE) :
MAILING ADDRESS:			POSTAL CODE:
PROPERTY OWNER (IF DIFFERENT FROM APPLICANT AND/OR BUSINESS OWNER)			
NAME/ COMPANY:		PHONE:	E-MAIL:

The City of Nelson is collecting your personal information in accordance with Section 26 of the *Freedom of Information and Protection of Privacy Act*. The City of Nelson collects your information for the purposes of administering City programs and services, including permits and licensing services. If you have any questions, please contact the Privacy Head at 310 Ward Street, Nelson, BC V1L 4P1 or FOI@nelson.ca or 250-352-8234.

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DESIGN INFORMATION

☐ SITE PLAN

If the information is not provided on the site plan or rendering please fill-out the appropriate information below:

The diagram illustrates a site plan on a grid background. A blue-shaded area at the top is labeled "Business". Below it is a tan-shaded area representing the sidewalk. A red double-headed arrow indicates the "Frontage = ____ m" of the business. To the left of the sidewalk, a red double-headed arrow indicates the "Width of Sidewalk = ____ m". In the center of the sidewalk is an orange-shaded rectangle labeled "Patio". A red double-headed arrow above the patio indicates the "Sidewalk clearance = ____ m". A red double-headed arrow to the right of the patio indicates the "Width of patio = ____ m". A red double-headed arrow below the patio indicates the "Length of patio = ____ m". A dashed yellow line runs horizontally across the bottom of the diagram.

Number of parking stalls to be used:

- ☐ 1 parallel; or
- ☐ 1 angled;
- ☐ 2 angled;
- ☐ 3 angled;

Identify any obstructions (street benches, trees, parking meters) that are located within 3 m of the proposed sidewalk café (*can be identified on the illustration above*):

- ☐ _____
- ☐ _____
- ☐ _____

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☐ CONSTRUCTION SPECIFICATIONS

CONSTRUCTION MATERIALS	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
COLOURS OF SIDEWALK CAFÉ	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
BARRIER-FREE ACCESSIBLE	<input type="checkbox"/> Yes <input type="checkbox"/> No, specify the reason: _____ _____
PARTITION DETAILS	<input type="checkbox"/> Height must be 1m <input type="checkbox"/> Bottom rail height at 75mm height from the ground <input type="checkbox"/> Dimensions of vertical or horizontal members _____ (max. 50mm width)
AWNING STRUCTURE	<input type="checkbox"/> Yes (additional details must be attached) <input type="checkbox"/> No
LIGHTING DETAILS	Type of lighting: _____

☐ OPERATIONAL DETAILS

Dates of operation	Start _____ (May 1 st) End _____ (October 31 st)
Hours of operation	Open _____ Close _____ (12AM Max.)
Will there be amplified music?	<input type="checkbox"/> Yes (must be turned off at 10PM) <input type="checkbox"/> No

SIGNATURES

Application Declaration: I declare that the information submitted in support of this application is, to the best of my knowledge, true and correct and that I will submit further information deemed necessary by the City for processing this application. I acknowledge that all fees paid in connection with this permit are non-refundable, except as noted in the City of Nelson Fees and Charges Bylaw.

Liability and Indemnity Clause: IN CONSIDERATION OF THIS PERMIT being issued, I release and indemnify the City of Nelson, its Council members, officers, employees, and agents from and against all liability, claims and other expenses of any kind which I, or any other person, may have in connection with anything said or done, the granting of this permit or any action taken or not taken, by the City of Nelson and I agree that the City of Nelson owes me no duty of care in respect of these matters.

Applicant Responsibility: I acknowledge that I, as Applicant, am responsible for ensuring that all Property Owners are aware of and are in agreement with this application. Furthermore, I acknowledge that the City takes no responsibility for upholding Tenant/Landlord agreements, nor any other agreement between parties outside of the Corporation of the City of Nelson.

THIS IS NOT A PERMIT AND DOES NOT AUTHORIZE COMMENCEMENT OF WORK.

APPLICANT'S SIGNATURE

DATE

End of Form