



Information Guide

Seasonal On-Street & Sidewalk Patio Application Process

Purpose

This Information Guide is provided to outline the process and information required for seasonal on-street and sidewalk patios. The placement of an on-street or sidewalk patio will require a Highway Right-of-Way Occupancy Permit.

Definitions

Several terms are used throughout this Information Guide including:

Seasonal

A seasonal use shall be in operation between April 1 and October 31 of a given year. The applicant must reapply each year for this type of use. Any structures installed for the operation of an on-street or sidewalk patio must be removed prior to October 31 of the permit year.

Sidewalk Patio

A sidewalk patio is located directly adjacent to the building face of a food or beverage business, and encompasses a portion of the sidewalk.

On-street Patio

An on-street patio is located on the street, and typically encompasses parking spaces adjacent to the building face of a food or beverage business.

Permit

A Highway Right-of-Way Occupancy Permit, which is administered by City of Prince George Transportation Services, is regulated under the *City of Prince George Highways Bylaw No. 8065, 2008*.

Application Requirements

As on-street and/or sidewalk patios are located within a road right-of-way, a Highway Right-of-Way Occupancy Permit Application is required. City of Prince George Transportation Services will need information and drawings to facilitate the review of a Highway Right-of-Way Occupancy Permit application.

Please find below a detailed description of the required information needed for the Highway Right-of-Way Occupancy Permit which will allow for an on-street and/or sidewalk patio.

☐ Application Form and Appointment of Agent Form

The Application Form for a [Highway Right-of-Way Occupancy Permit](#) requests information for the dates of occupancy, location of occupancy (i.e. on-street and/or sidewalk), and purpose of occupancy (seasonal patio). In a situation where the business owner is not the property owner, please have the owner, or their authorized agent, fill in the [Appointment of Agent Form](#).

☐ Application Fee

The application fee for the permit is \$250, which includes an administrative, inspection and occupancy permit fee.

☐ Written Support

Should the proposed patio extend to the frontage of the adjacent property (on-street and/or sidewalk), written support is needed for this application. Please provide written support from the property owner, leaseholder or their authorized agent(s) in the form of a letter or the Appointment of Agent Form.

☐ Certificate of Insurance

The applicant shall, without limiting its obligations or liabilities under the permit, procure and maintain, at its own expense and cost, comprehensive general liability insurance, including host liquor insurance if liquor is served, in the amount of \$5,000,000.00 indemnifying the City of Prince George against any and all damages, injuries or claims. The insurance policy will name the City as an additional named insured and shall be maintained continuously as long as the permit is in effect.

☐ Floor Plan and Elevations

Floor Plan and Elevation Details

Floor Plans and elevations of the on-street or sidewalk patio will be in a 1:100 scale and include:

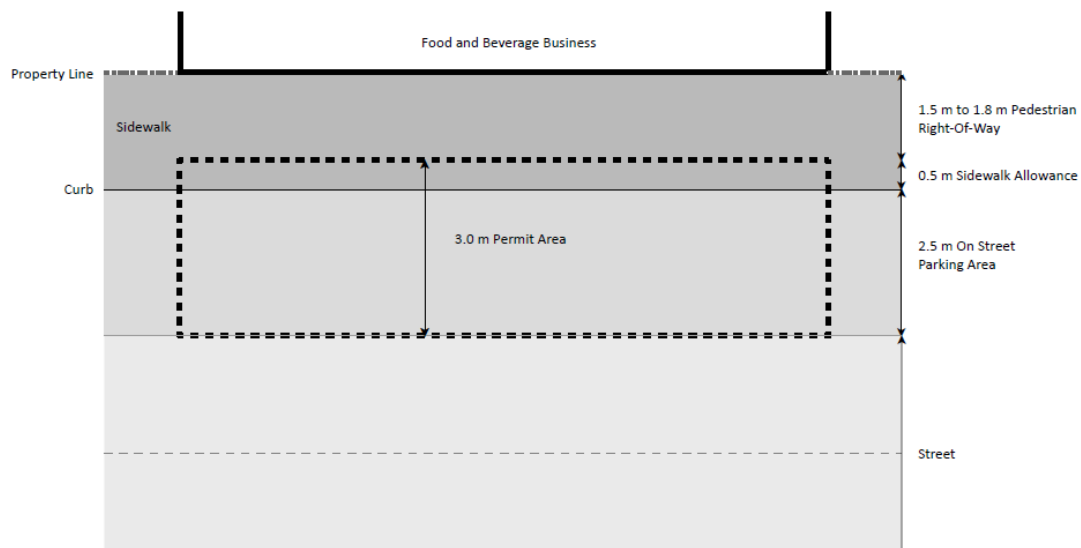
- tables, chairs, umbrellas and busing stations;
- the parking spaces and bus stop locations, within close proximity to the proposed patio;
- the parent business street frontage and entrances(s);
- the curb, parking spaces, street furniture (lamp posts, signage, bike racks, benches, landscaping etc.);
- adjacent buildings, with door and window locations identified;
- platforms and railings;
- materials used for the platform and railings; and
- dimensions of the patio, and pedestrian sidewalk. (See detailed information below.)

On-street Patio and Pedestrian Sidewalk Dimensions

The on-street patio is typically installed within parking spaces located along a street, and may extend up to 0.5 m past the curb (sidewalk allowance). The total allowable width of this patio is 3.0 m.

It is important to note that a portion of the sidewalk must remain clear for pedestrian use (i.e. 1.5 m to 1.8 m). Please see Drawing 1: On-Street Patio and Sidewalk Dimensions for more information.

Drawing 1: On-Street Patio and Sidewalk Dimensions



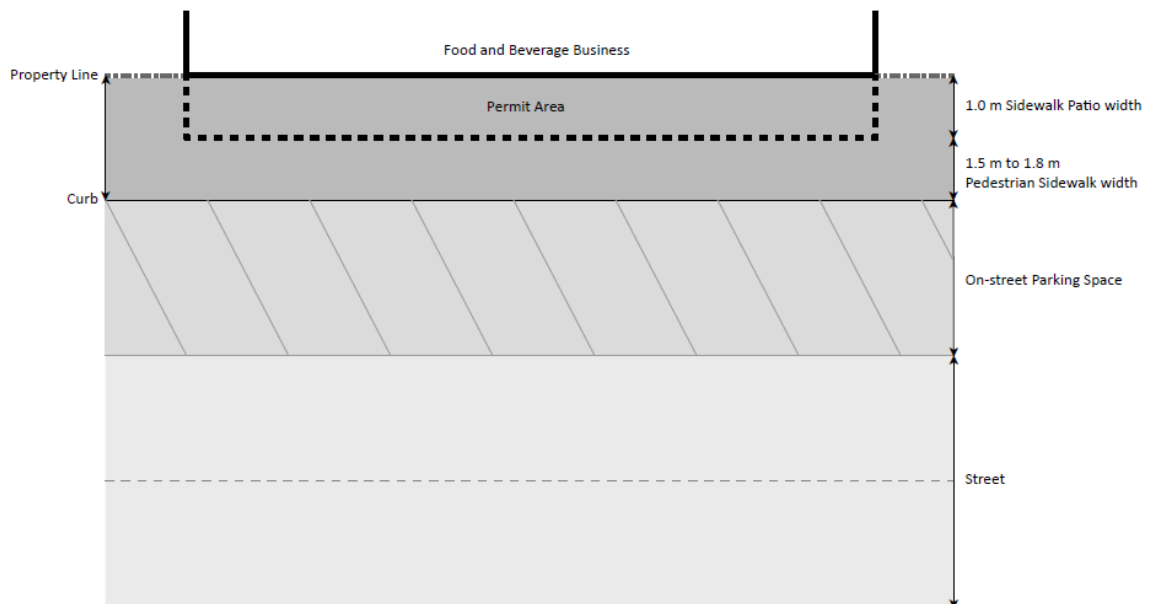
As the on-street patio is located on a street, the visibility of the patio for motorists is important. Patios must be enclosed, and built up off the ground. Please use items such as reflectors on the patio structure, and/or traffic cones to increase visibility for the motorist day or night.

Further to this, the patio will be installed over the street gutter located by the curb. The street gutter is the only method of draining excessive water from the roadway. The design and installation of an on-street patio must not interfere with street's ability to drain storm water.

Sidewalk Patio and Sidewalk Dimensions

Sidewalk patio seating includes tables and chairs with no construction or barriers in place to a maximum allowable width of 1.0 m. Furniture must be arranged against the side of the building to allow for pedestrian use of the remaining sidewalk (e.g. 1.5 m to 1.8 m). The sidewalk patio furniture must not inhibit pedestrians from using the existing sidewalk portion. Please see Drawing 2: Sidewalk Patio and Sidewalk Dimensions below.

Drawing 2: Sidewalk Patio and Sidewalk Dimensions



Other Items to Consider

Inclusivity

Universal inclusivity is recommended to facilitate access, egress and maneuverability of the patio site.

Operations and Maintenance

This section will describe the general operations and maintenance of a patio once a Permit is issued by Transportation Services. Please note that this list is not exhaustive, and may include other items on a case-by-case basis.

- Outdoor furniture, such as tables, chairs and heaters, may only be set up during business hours of operation, and must be removed off on-street and/or sidewalk when the business is closed.
- Outdoor furniture must not be secured to sidewalks, lamp posts, streetlights, trees, bike racks or other public street infrastructure.

- Operators are responsible for the proper maintenance of the patio area at all times, including properly disposing of all trash generated by patrons of the establishment. All furniture and fixtures must be maintained in good visual appearance and clean condition at all times.
- After the duration of the Highway Right-of-way Occupancy Permit, any structures must be removed to ensure maintenance operations can occur.

Other approvals

Other approvals from other city departments and/or government agencies may be required to facilitate an on-street or sidewalk patio. Specifically the following:

- Business License;
- Building Permit (if needed);
- Northern Health Authority;
- Liquor and Cannabis Regulation Board); and
- Ministry of Transportation and Infrastructure (i.e. on-street and sidewalk patio along Victoria Street and 1st Avenue).

Non-Compliance

Where an operator fails to conform to the Permit, or other applicable Bylaws, Transportation Services may order that the seasonal patio be removed (on-street or sidewalk).

Contact

Should you require further information in regards to the application details or the process, please contact City of Prince George Transportation Services by:

- Phone: 311
- Email: transportationengineering@princegeorge.ca