



CITY OF FERNIE

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APPLICATION FOR LICENCE TO OCCUPY MUNICIPAL ROAD ALLOWANCE OR SIDEWALK AREA

PLEASE CHECK APPROPRIATE BOX: New Application Renewal of Existing Patio

Type of Patio: Sidewalk Patio Sidewalk/Parking Space Patio Parking Space Patio

Liquor Primary Food Primary with Liquor No Liquor

PERIOD OF OPERATION:
Outdoor patio season shall be from May 1st to October 15th each year.

HOURS OF OPERATION:
The outdoor patio shall not be operated between 10:00 p.m. and 7:00 a.m.

PATIO LOCATION:
Business Name: _____
Street Address: _____
Legal Description: _____

PATIO SPECIFICATIONS:

Hours of Operation: _____	Number of Tables: _____
Days of Operation: _____	Number of Chairs: _____
Dimensions of Patio: _____	Material of Railing: _____
Square Metres of Area Occupied: _____	List of Amenities (Flower Boxes, Umbrellas, etc.) _____
Lineal Frontage in Metres: _____	Busing Station: Yes <input type="checkbox"/> No <input type="checkbox"/>
Other: _____	Lighting: Yes <input type="checkbox"/> No <input type="checkbox"/>

LICENCE TO OCCUPY SUBMISSION CHECKLIST: (Check if you have attached)

Application Fee (\$50) <input type="checkbox"/>	Photograph of Building Exterior(s) <input type="checkbox"/>
Permit Fee (\$10 per sq.m) <input type="checkbox"/>	Material Color Samples <input type="checkbox"/>
Cash Deposit or Letter of Credit Security (\$500) <input type="checkbox"/>	Colour Rendering of the Outdoor Space (to Scale) <input type="checkbox"/>
Copy of Business Licence <input type="checkbox"/>	Sidewalk / Area Site Plan <input type="checkbox"/>
Certificate of Title <input type="checkbox"/>	

Written support of the adjacent property owner or their authorized agents where the applicant wishes to extend the sidewalk patio beyond the frontage of the next subject business

APPLICANT:	OWNER:
Business Name: _____	Name of Property Owner: _____
Applicant Name: _____	Mailing Address: _____
Mailing Address: _____	Phone: _____
Phone: _____	Fax: _____
Fax: _____	Email: _____
Email: _____	

If the applicant is not the registered owner, complete the owner information and attach a letter of authorization from the property owner(s) or have the owner sign the following authorization:

As owner(s) of the land described in this application, I/We hereby authorize _____ to act as applicant in regard to this application for licence to occupy municipal road allowance or sidewalk area.

Printed Name: _____	Printed Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

I have attached the required documentation, as noted on the Licence to Occupy Submission Checklist, along with the required application fee and hereby agree to submit further information deemed necessary for processing this application. Furthermore, I hereby acknowledge that any fees paid are non-refundable except as noted on any applicable City of Fernie Bylaw.

Signature: _____ Date: _____

LICENCE TO OCCUPY MUNICIPAL ROAD ALLOWANCE OR SIDEWALK AREA:

OUTDOOR PATIO PERMIT PROCESSING PROCEDURE

1. Upon receipt of an application accompanied by the required fees and attachments, Planning Department staff will open a file and issue a fee receipt to the applicant.
2. Planning Department staff will review the application to determine whether it is complete and, if incomplete, will request the required information from the applicant. If the applicant does not provide the required information within a timeframe identified at the discretion of Planning Department staff, the application and fee will be returned to the applicant.
3. Planning Department staff will evaluate the application for compliance with relevant City bylaws and policies. Staff may conduct a site visit to view the property as part of the evaluation process.
4. The Advisory Planning Commission (APC) review for constructed patios will take approximately two to four weeks.
5. Once APC approval is granted, a Licence to Occupy will be initiated which will include requirements for:
 - a. The Licence Fee
 - b. Proof of Insurance
6. When the applicant returns a signed copy of the Licence to Occupy and includes the items listed in Item 5 above, a fully executed Licence to Occupy will be issued to the applicant for the term of the application (maximum 1 year).
7. PLEASE NOTE: A SEPARATE APPLICATION must be made to the Liquor Control and Licensing Branch of British Columbia ("LCLB") for the sale or service of liquor. ANY PERMIT OR LICENCE TO OCCUPY ISSUED BY THE CITY OF FERNIE **DOES NOT** AUTHORIZE THE SALE OR SERVICE OF LIQUOR FROM THE OUTDOOR PATIO. ANY SUCH AUTHORIZATION MUST BE OBTAINED FROM THE LCLB. THE LCLB may require a public process to be undertaken by the City of Fernie prior to the issuance of any license authorizing the sale or service of liquor from the outdoor patio.

FEES

1. Application fee of \$50.00
2. Permit fee of \$10.00 per square metre of licensed area used for the patio per the submitted patio area plan.
3. Cash deposit or Letter of Credit security of \$500.00.
4. Fees are calculated on a seasonal basis and will not be prorated due to changes in length of operation.
5. Fees are payable upon issuance of the licence.

OPERATING CONDITIONS AND DESIGN STANDARDS

1. Operating Conditions for constructed patios shall be in accordance with Section 4: of the Outdoor Patio Policy.
2. Design Standards for constructed patios shall be in accordance with Section 5: of the Outdoor Patio Policy.