

City of Burnaby Active Patio Program Application

This intake form is an application to create a **curbside patio** in the in the City of Burnaby. Please read the guideline document to find out which type of patio is possible for your business.

Business and Applicant Identification

1. Name of Applicant / Business Owner *

2. Business Name *

3. Legal Business Name *

4. Burnaby Business License Number *

5. Liquor License Number (if applicable)

6. Business Address *

7. Business Type *

☐ Food Service

☐ Grocery

☐ Retail

☐ Other

8. Applicant Phone Number *

9. Applicant Email Address *

10. Applicant Mailing Address *

Patio Description

11. What will your patio area be used for? *

- ☐ Seating area (e.g. tables and chairs)
 - ☐ Retail display
 - ☐ Pick-up drop-off kiosk
 - ☐ Other
-

12. Current business occupancy limit (number of people) *

13. Proposed occupancy on your patio (number of people) *

14. Size of your patio area (in square metres) *

15. End date for your patio use (October 31, 2023, at the latest. Extensions may be granted on a case by case basis.) *Please input date (mm/dd/yyyy)

Curbside Patio Application

16. Where will your patio be located? *

- ☐ On-street parking space directly in front of my business (Go to Question 18)
- ☐ On-street parking space directly at the side of my business (Go to Question 18)
- ☐ On-street parking space in front of a neighbouring business and I have a letter of permission from this business (Go to Question 17)

17. Please upload a copy of the letter of permission *

Please attach these documents/files to your email submission.

18. If your patio includes seating, how many groups of 1 table / 2 chairs will be on your patio?

19. Is your proposed patio located within the following designated uses? *

- Peak hour parking restrictions
- Vehicle travel lane
- Shared travel lane (bus and bike)
- Bike lane
- HOV lane
- Construction zone
- Alley or laneway

☐ No, the proposed patio is not located in any of the designated uses

If yes, you can read more about the eligibility for sidewalk and boulevard patios [here](#).

20. Is your proposed patio located within any of the following designated curbside uses? *

- Accessible parking
- Passenger drop-off zone

Pending additional review by the City of Burnaby Engineering Department, you may still be eligible for a curbside patio. Additional costs may apply.

☐ Yes, the proposed patio will be located in one or more of these designated uses

☐ No, the proposed patio is not located in any of the designated uses

21. Please confirm if your patio meets all of the following requirements: *

- Maintains the existing pedestrian pathway on the sidewalk
- Maintains a minimum 6.0 m clearance from the intersection
- Maintains a minimum 1.5 m clearance from an alleyway or lane from where the curb straightens
- Maintains a minimum 1.5 m clearance from the edge of a driveway
- Maintains a minimum 5.0 m clearance from a fire hydrant
- Maintains a minimum 0.5 m clearance from a fire department connection

- Maintains a minimum 0.5 m clearance from utilities (such as maintenance holes and storm drains)
- Maintains a minimum 1.0 m clearance from street trees

☐ I confirm that my patio meets all of the design requirements stated above.

22. Please indicate the materials to be used in your patio design. *

☐ Wood

☐ Plastic

☐ Concrete/masonry

☐ Metal

☐ Glass

☐ Other

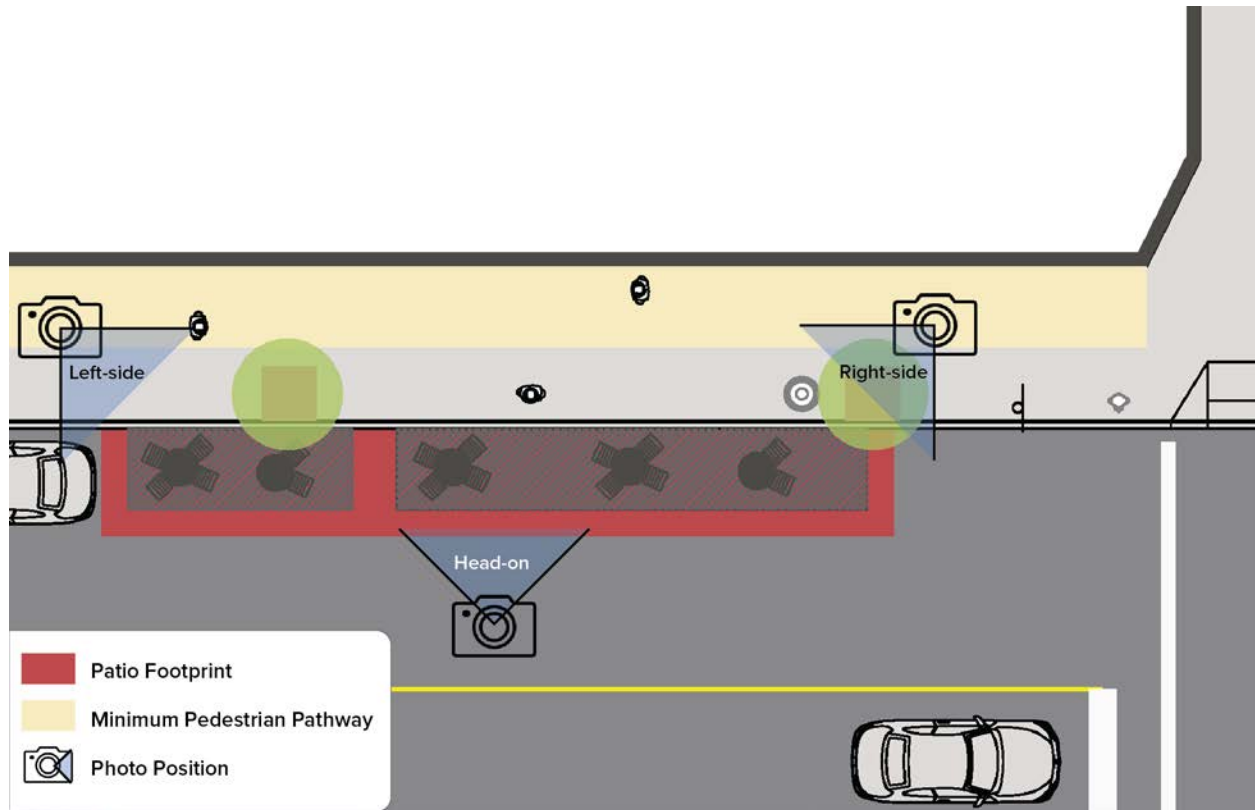
Supporting Documentation

23. Please upload a site plan for your proposed patio location *

Please attach these documents/files to your email submission.

24. Please upload photos of your proposed patio location. Make sure to include photos from the different angles shown in the reference image. *

Please attach these documents/files to your email submission.



- **Left Side** - Take photo in line with left edge of proposed patio area. Photo should show where patio ends in relation to applicant's business frontage
- **Head-on** - Take photo in line with midsection of proposed patio. Photo should show full extent of patio in frame. Multiple photos may have to be taken if full extent cannot be captured in one frame.
- **Right Side** - Take photo in line with right edge of proposed patio area. Photo should show where patio ends in relation to applicant's business frontage

25. Please upload your certificate of insurance documentation *

Please provide proof of Business Liability Insurance to the value of \$5,000,000

Please attach these documents/files to your email submission.

Declarations and Compliance

26. Health and Safety Declaration: *

I agree that my patio will...

- Not include any food preparation, food processing or cooking
- Not block access to fire hydrants or fire department connections
- Not block access for emergency vehicles (including but not limited to fire trucks and ambulances) and public transit vehicles
- Not obstruct existing entrances or exits

☐ I agree with the Health and Safety Declaration

27. Bylaw Compliance Declaration *

I agree to comply with all applicable City of Burnaby Bylaws, including:

- Bylaw No. 4299 ("Burnaby Street and Traffic Bylaw 1961")
- Bylaw No. 13952 ("Burnaby Engineering Fees Bylaw 2018")
- Bylaw No. 6163 ("Burnaby Sign Bylaw 1972")
- Bylaw 12657 ("Burnaby Bylaw Notice Enforcement Bylaw 2009")
- Bylaw No. 13658 ("Burnaby Building Bylaw 2016")
- Bylaw No. 13809 ("Burnaby Business Licence Bylaw 2017")
- Bylaw No. 14360 ("Burnaby Smoking Regulation Bylaw 2021")

☐ I agree with the Bylaw Compliance Declaration

Thank you for your interest in the Active Patio program!

A city representative will be in touch within 10 business days to let you know if any further information is required and tell you about next steps.

If you would like to discuss other opportunities or have any questions, please email Patio@Burnaby.ca