

City of Burnaby Active Patio Program – Sidewalk Patio Application

This intake form is an application to create a **sidewalk patio** 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)

Sidewalk Patio Application

16. Where is your patio located? *

- ☐ On the sidewalk directly against my business address (either in front or at the side of your business)

If the patio is not in this location, you can read more about the eligibility for curbside and boulevard patios [here](#).

17. How many groups of 1 table / 2 chairs will be on your patio? *

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

- Maintains a minimum 1.8 m clear width for a pedestrian pathway on the sidewalk
- 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 2.4 m clearance from street trees
- Maintains a minimum 2.4 m clearance from utilities and structures, including signal boxes, lighting boxes, utility poles, bike racks, garbage cans, bus stop, or other existing structures

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

If you do not meet all the design requirements and you cannot revise your design, you can read more about the eligibility for curbside and boulevard patios [here](#).

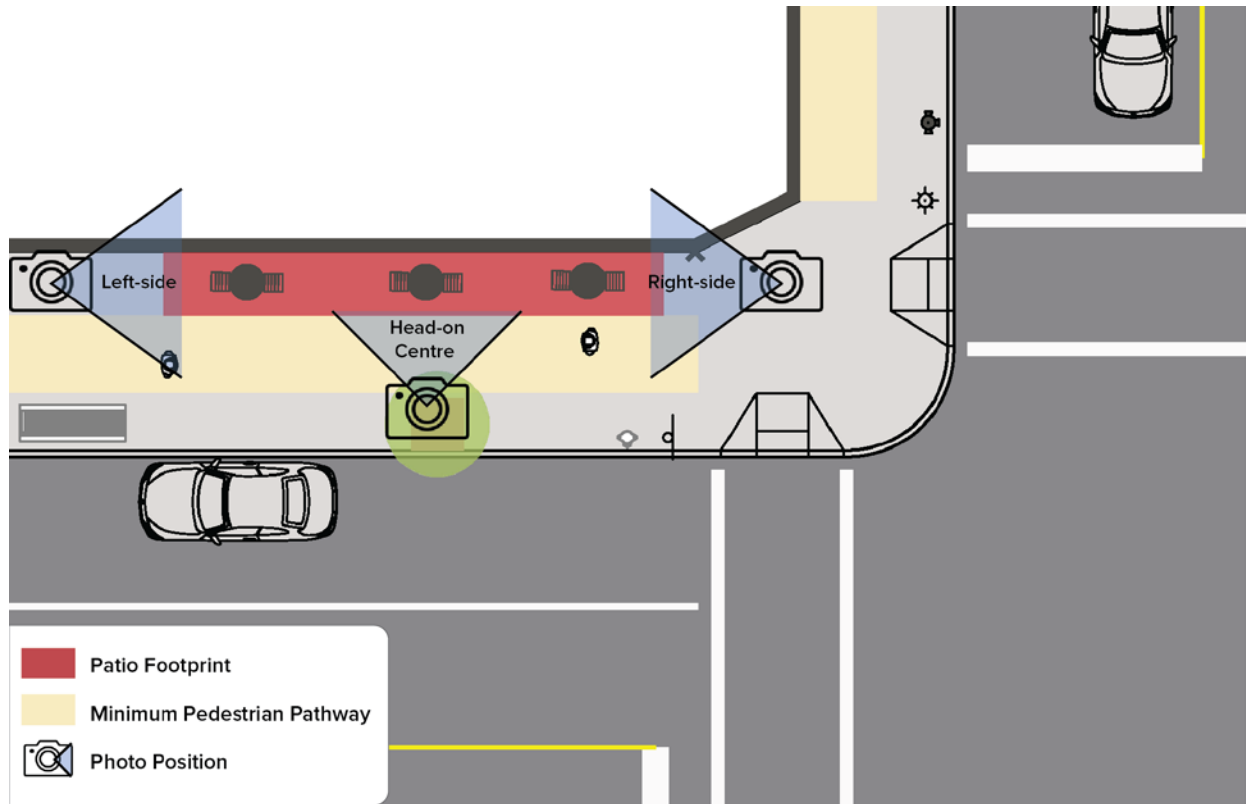
Supporting Documentation

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

Please attach these documents/files to your email submission.

20. 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

23. 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

24. 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

25. 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