

SIDEWALK PATIO PERMIT APPLICATION FORM

File No. _____

1. APPLICANT

COMPANY NAME (IF APPLICABLE): _____

PRIMARY CONTACT NAME* (REQUIRED): _____ Owner Agent

MAILING ADDRESS: _____

CITY: _____ POSTAL CODE: _____

OFFICE PHONE: _____ CELL: _____

DIRECT LINE: _____ EMAIL: (REQUIRED) _____

All correspondence will be addressed to the Primary Contact Name at the mailing address or e-mail address (maximum one e-mail address) provided.*2. PROPERTY(IES)** *List ALL properties where the Sidewalk Patio will be located in front of. If insufficient space, please attach a separate sheet.*

CIVIC ADDRESS: _____

PID: _____

LEGAL DESCRIPTION: _____

CIVIC ADDRESS: _____

PID: _____

LEGAL DESCRIPTION: _____

CIVIC ADDRESS: _____

PID: _____

LEGAL DESCRIPTION: _____

3. BUSINESS LICENCEDo you have an active business licence? Yes No

Name of Business: _____

4. BUILDING PERMITWill you be doing any alterations to the building? Yes No **5. FEES**

Application Fee: \$300.00

Note: A rental rate for the use of public land, as outlined in Schedule "A" of Council Policy C001-007, will be applied to all Sidewalk Patio Permits, and charged annually at time of Business Licence renewal. This amount will be the greater of \$100/year or \$5/square foot/year. Do not include any rental amount at time of application; staff will confirm exact amount prior to approval. A pro-rated amount will be collected before a Sidewalk Patio can be utilized, based on your Business Licence Renewal and final approved square footage.

SIDEWALK PATIO PERMIT APPLICATION FORM *(continued)*

6. ENCROACHING ON NEIGHBOURING BUSINESS(ES) *(If applicable)*

If your Sidewalk Patio will encroach on a neighbouring business(es) frontage, please provide:

- Address of that business: _____
- Business Name: _____
- Business Owner's Name(s): _____
- Written confirmation from the business owner of their approval *(see section 7)*

If encroaching in front of multiple businesses, please attach a separate sheet.

7. REQUIRED APPLICATION DOCUMENTATION

All required documentation must be submitted in both electronic and hard copy format

- Electronic Copies must be in PDF format and cannot be secured. These must be received by the City at time of application, via email to: planning-applications@abbotsford.ca, or brought with the application package on a flash drive. **Failure to do so will result in your application being incomplete.**
- **One hard copy must be provided**

- **Site Sketch** outlining the proposal including dimensions of the property, site area and setbacks between buildings and property lines *(Ideally a sketch plan prepared by an architect or surveyor but hand-drawn sketch is acceptable if drawn to scale. Minimum size: 8½" x 11")*
- **Letter(s) of Support** *(only if applicable)* from neighbouring business owner(s) if the proposed sidewalk patio encroaches onto their frontage.

8. ACKNOWLEDGEMENT

I acknowledged that I have to wait for the Patio Permit to be approved before using the patio space.

Personal information collected on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the *Local Government Act*, the City's bylaws and Section 26 of the *Freedom of Information and Protection of Privacy Act*. It will not be used or disclosed other than for the purpose for which it was collected, except with the consent of the individual whom the information is about or otherwise in accordance with law.

If you have any questions about this collection and use of your personal information, contact the Information and Privacy Coordinator at 604-864-5575 or FOI@abbotsford.ca City of Abbotsford, 32315 South Fraser Way, Abbotsford, BC, V2T 1W7.

By signing this application I hereby agree that all information, including personal information, contained on this document including all attachments will be made available to the public.

Signature of Primary Contact (Applicant)

Date

Applications will be accepted between the hours of **8:30 am - 4:00 pm**

Please allow 15-30 minutes to process the application in-take.

If paying by cash or debit, additional time will be required

Per Development Application Procedures Bylaw No. 2521-2016, **incomplete applications cannot be accepted.**

FOR OFFICE USE ONLY

Date Stamp:

Received by: _____