



This application is for a patio on public property or a seasonal patio on private property, adjacent to your business. If you are proposing a permanent patio on private property, complete a [Building Permit Application](#). If your patio requires the removal of trees, a separate Tree Removal Permit is required. For more information, refer to the [City's Tree Protection Bylaw](#). **Carefully review your patio permit application checklist, incomplete applications will NOT be accepted.**

Applicant Information

Application Date: _____

Name: _____

Address: _____

Email: _____ Phone: _____

Business Information

Business Name: _____ Doing Business As: _____

Business Address: _____

Business Owner(s): _____ Business Licence No.: _____

Business Hours (days and time): _____

Property Information

Fill out this section if your business is located within a strata or the building has a property manager. Identify a site access contact that is available for the patio inspection. If you are applying on behalf of the owner, please complete Section 7.

Property Owner Name: _____ Property Mgmt/Strata Name: _____

Property Owner Email: _____ Property Mgmt/Strata Email: _____

Property Owner Phone: _____ Property Mgmt/Strata Phone: _____

Site Access Name and Contact Number: _____

Section 1: Patio Information

Additional design requirements may apply to patios serving liquor, seeking to increase occupant load, or if your patio is located in the Steveston Village Heritage Conservation Area. Refer to the [City of Richmond Patio Program Design Guidelines](#) for detailed information on design requirements.

Proposed Operating Dates: _____

Patio Operating Hours: _____ Patio Size (m²): _____

No. of Tables: _____ No. of Chairs: _____

Where will your patio be located?

- Public Sidewalk (fill out Section 2) Public Curbside (fill out Section 2) Private Property (fill out Section 3)

Will alcohol be served on the patio?

- Yes, my patio includes alcohol service (fill out Section 4) No, I will not serve alcohol on the patio

Is your business in the Steveston Village Heritage Conservation Program? (See attachment 1 for boundary map)

- Yes (fill out Section 5) No

For Office Use

Date Received: _____

Application Fee: _____

File No.: _____

Receipt No.: _____

Only assign if application is complete

Section 2: Public Patio Permit

Patios may be located on public property adjacent to a food or beverage establishment and may be operated seasonally or year-round depending on the location. Suitable locations may include a public sidewalk, on-street parking area or other public space. Approval is subject to location review, insurance, building, washroom, and other health and safety requirements, appropriate fees, and a licensing agreement with the City of Richmond. **Refer to the [City of Richmond Patio Program Design Guidelines](#) for detailed information on design requirements.**

For Patios located on public property, upon approval, the Applicant will be required to provide an insurance certificate with \$5M commercial general liability coverage, with the City of Richmond as an additional insured and with a 30 days notice of cancellation clause.

Will there be a fence around the patio?

- Yes, the patio is in a parking space, drive aisle, or public roadway
- Yes, liquor is served on the patio
- No, the patio will not have a fence
- Other _____

If yes, how many egress points will your fence have? _____

Section 3: Seasonal Patio Permit (Private Property)

Patios on private property may be accommodated by allowing food and beverage establishments to shift a portion of their seating outdoors during certain periods of the year. Total allowable occupancy would not change; if you wish to increase your total occupancy, you can apply for a [Building Permit](#). **Refer to the [City of Richmond Patio Program Design Guidelines](#) for detailed information on design requirements.**

Where will your patio be located? *(Check one)*

- Landscaped space
- Parking stall(s) Total site parking stalls: _____ No. of parking stalls for patio: _____
- Drive aisle
- Other _____

Do you have the property owner's permission?

- Yes *(provide a letter from the property owner or fill out Section 7.)*
- No

Section 4: Liquor Licence Requirements

Every applicant seeking approval from the City for a new or existing license to serve liquor must fill out a New Liquor License or Amendment to Existing Liquor License Form and pay the related fee. In order to serve liquor on a seasonal or temporary patio, you may be required to submit a new outdoor patio application to the [Liquor and Cannabis Regulation Branch \(LCRB\)](#). **Refer to the [City of Richmond Patio Program Design Guidelines](#) for detailed information on design requirements.**

What type of Liquor Licence do you have?

- Food Primary Liquor Licence
- Manufacturer Liquor Licence
- Liquor Primary Liquor Licence
- Other: _____

All patios serving liquor require a perimeter fence. Identify the number of egress points: _____

Section 5: Steveston Village Heritage Conservation Area

A Heritage Alteration Permit (HAP) is required for all patios located in the Steveston Village Heritage Conservation Area (SVHCA), regardless of its construction value and location. Refer to the [City of Richmond Patio Program Design Guidelines](#) for detailed information on design requirements.

What is the total construction value of the patio? \$ _____

What building material will you use for the patio?

- Wood
- Metal
- Composite Material
- Other: _____

Section 6: Declaration

I hereby agree that:

1. the Patio will:
 - a) NOT operate later than 10:00pm;
 - b) NOT include any food preparation, food processing or cooking;
 - c) NOT block access to fire hydrants or department connections;
 - d) NOT block access to emergency vehicles (including, but not limited to, fire trucks, ambulances) and public transport vehicles; and
 - e) NOT obstruct or prohibit exits (egresses are free and clear); and
 - f) NOT damage trees or their roots as per [Bulletin Tree-03](#).
2. the application process may include notification to neighbouring property owners and tenants.
3. the approval of the Patio does not imply authorization for a permanent patio or imply approval for matters under Provincial jurisdiction.
4. the approval of the Patio will not increase the maximum occupancy of the establishment.
5. if the patio is on Public Property:
 - a) I confirm that I have read the insurance, indemnification and release clauses outlined in **Attachment 1**;
 - b) each year I will provide a insurance certificate with \$5M commercial general liability coverage, to the City of Richmond;
 - c) I will pay an annual fee for the use of public space; and
 - d) I will enter into a short-term licence agreement with the City of Richmond if approved.
6. the Patio permit may be terminated by the City with 24 hours notice by phone or email, unless emergency access is required for patios in the Public Right of Way, and/or operational safety concerns are identified, in which case no notice is required.
7. the Patio will comply with all the provisions in of the City of Richmond Patio Program Design Guidelines and any Provincial regulations.
8. the Patio may be subject to inspections by the City or Provincial agencies without notice.
9. the information in this application may be shared with Vancouver Coastal Health and Provincial Liquor and Cannabis Regulation Branch if necessary.

I agree to all of the above: Yes No

Applicant: _____
Printed Name

Signature: _____
By signing I am acknowledging the above declaration

Section 7: Additional Ownership Information

I, (print name) _____, acknowledge that I have authorized signing authority on behalf of (print company name) _____, owner of property at (print address) _____.

I acknowledge approval of the Patio does not imply authorization for a permanent patio or imply approval for matters under Provincial jurisdiction.

Property Owner: _____ **Signature:** _____
Printed Name By signing I am acknowledging the above declaration

If the **property owner is a corporation**, proof of the individual's signing authority on behalf of the corporation will be required. **Please provide the Corporation Certificate and the Notice of Articles with this application.**

Additional Information (Strata)

If the **property is part of a strata**, the following must be completed and signed by the strata corporation.

I, (print name) _____, acknowledge that (strata name) _____, have been notified and support a temporary patio at (address) _____.

I acknowledge approval of the Patio does not imply authorization for a permanent patio or imply approval for matters under Provincial jurisdiction.

Strata: _____ **Signature:** _____
Name and position By signing I am acknowledging the above declaration

Private Property Patio Permit Application Checklist (including Steveston Village Heritage Conservation Area)

Submission format is to be consistent. Electronic submissions must follow the [file naming convention](#) below.

- Application Form:** *All fields must be completed. Application form must be signed by applicant.*

- Completed Section 7:** *Required if the applicant is representing the property owner. The letter must be signed.*

- Corporation Certificate and Notice of Articles:** *Required if the property owner is a corporation.*

- Strata Authorization:** *Required if the location is part of a strata. A signed letter may be submitted or fill out **Section 7**.*

- A Heritage Alteration Permit Application:** *if the patio is located in the Steveston Village Heritage Conservation Area.*

- Site Plan:**
 - Identifies patio dimensions (front and side), location of setbacks and property line (meters), identify trees, street furniture, utilities, fences, barriers, enclosures and building/patio egress points.
 - Clearly includes measurements of egress points widths, height of structures, patio elements and unobstructed pedestrian space.
 - Patio layout and number of tables and chairs and patio elements such as lighting, umbrellas, heating, tenting, planters, and landscaping are included.
 - Existing public structures are included (adjacent street, fire hydrants, fire department connections, garbage bins, bus stops, bike racks, public benches, etc.).
 - Patios serving liquor must provide a stamped drawing. The site plan includes the entire restaurant layout showing all interior and exterior seating, to confirm no overall change in occupancy load, as required by the Liquor and Cannabis Regulation Branch. The approved occupant load must be included on your drawing.
 - If the patio is located in the Steveston Village Heritage Conservation Area, site/elevation plans include the design detail information outlined in the [Design Guidelines](#) for the Heritage Alteration Permit application.

Public Property Patio Permit Application Checklist (including the Steveston Village Heritage Conservation Area)

Submission format is to be consistent. Electronic submissions must follow the [file naming convention](#) below.

- Application Form:** *All fields must be completed and accurate. Application form must be signed by applicant.*

- Completed Section 7:** *Required if the applicant is representing the property owner. The letter must be signed.*

- Corporation Certificate and Notice of Articles:** *Required if the property owner is a corporation.*

- Strata Authorization:** *Required if the location is part of a strata. A signed letter may be submitted or fill out **Section 7**.*

- A Heritage Alteration Permit Application:** *if the patio is located in the Steveston Village Heritage Conservation Area.*

- Certificate of Insurance:** *with a minimum \$5 million coverage naming the City of Richmond as an additional insured with a 30 day cancellation clause. Reference Attachment 1 for requirements.*

- Site Plan:**
 - Identifies patio dimensions, location of setbacks and property line (meters), identify trees, street furniture, utilities, fences, barriers, enclosures and building/patio egress points.
 - Clearly includes measurements of egress points widths, height of structures and patio elements and unobstructed pedestrian space.
 - Patio layout, number of tables and chairs and patio elements such as lighting, umbrellas, heaters, tents, planters, and landscaping are included.
 - Existing public structures (adjacent street, fire hydrants, fire department connections, garbage bins, bus stops, bike racks, public benches, etc.).
 - Distance of the length and depth of the patio along the building façade.
 - Patios serving liquor must provide a stamped drawing. The site plan includes the entire restaurant layout showing all interior and exterior seating, to confirm no overall change in occupancy load, as required by the Liquor and Cannabis Regulation Branch. The approved occupant load must be included on your drawing.
 - If the patio is located in the Steveston Village Heritage Conservation Area, site/elevation plans include the design detail information outlined in the [Design Guidelines](#) for the Heritage Alteration Permit application.

This application meets the requirement for the Patio Permit Application Checklist

Applicant Initials

Attachment 1: Public Patio Insurance, Indemnity and Release

INSURANCE REQUIREMENTS

The Owner will obtain and maintain during the full term of this agreement a general liability policy of insurance which includes without limitation the following provisions:

- (a) the City of Richmond to be added as an additional insured;
- (b) the policy to contain a cross liability clause;
- (c) minimum limits of \$5,000,000 all-inclusive, including bodily injury & property damage, contractual liability, host liquor liability and products and completed operations;
- (d) provide the City with thirty (30) days prior written notice of cancellation;
- (e) shall not contain any special limitations on the scope of coverage afforded the City, its officers, officials, employees, agents or volunteers; and
- (f) provide the City with a copy of the Certificate of Insurance as requested.

INDEMNITY AND RELEASE

The Owner shall indemnify and save harmless the City and City Personnel from all Losses which the City or City Personnel may suffer or incur or be put to, arising out of or in connection with:

- (a) the occupation and/or use of the License Area (including claims under the *Occupiers Liability Act*) by the Owner and/or the Owner's Authorized Users;
- (b) the use of the License Area for the Permitted Uses;
- (c) injury or death to any person occurring in or about the License Area;
- (d) damage to or loss of property owned by any person occurring in or about the License Area; and
- (e) any breach of any covenant or agreement by the Owner and/or any of the Owner's Authorized Users contained in this Agreement.

The Owner hereby releases and forever discharges the City and City Personnel from all Losses which the Owner or the Owner's Authorized Users may have against the City or City Personnel arising out of or in connection with:

- (a) the occupation and/or use of the License Area (including claims under the *Occupiers Liability Act*) by the Owner and/or the Owner's Authorized Users;
- (b) the use of the License Area for the Permitted Uses;
- (e) injury or death to any person occurring in or about the License Area;
- (f) damage to or loss of property owned by any person occurring in or about the License Area; and
- (g) any breach of any covenant or agreement by the Owner and/or any of the Owner's Authorized Users contained in this Agreement.

The indemnification and release provisions set out in this Agreement shall survive the expiration or termination of this Agreement.

Attachment 2: Fees

Patio application and permit fees are as follows:

PRIVATE PROPERTY PATIO

Application Fee	\$307.00 + GST	Valid for two years
Renewal Fee	\$307.00 + GST	Every two years

SMALL SIDEWALK PATIOS

Application Fee	\$103.00 + GST	Valid for two years
Renewal Fee	\$103.00 + GST	Every two years
Annual Public Property use fees: Small Sidewalk Patios	\$307.00 + GST	Flat fee for up to three tables and six chairs
Annual Public Property use fees: Small Sidewalk Patio Addition	\$103.00 + GST	Flat fee for one additional table with two chairs

LARGE PUBLIC SPACE PATIO

Application Fee	\$307.00 + GST	Valid for two years
Renewal Fee	\$307.00 + GST	Every two years
Annual Public Property use fees: Large Patio – Steveston & City Center	\$107.64/sqm + GST	Up to a maximum of 37.16 square meters
Annual Public Property use fees: Large Patio – all other areas in Richmond	\$86.11/sqm + GST	Up to a maximum of 37.16 square meters

*Individual requests for patios exceeding 37.16 square meters will be subject to further review and pricing will be established on a case-by-case basis.

The Heritage Alteration Permit (HAP) fee is waived if the construction value is under \$10K and if the application can be considered by the Director of Development.

Attachment 3: Steveston Village Heritage Conservation Area Boundaries Map



LEGEND

	Non Heritage Building		Identified Heritage Resource		Historic Lot Lines
	3811 Moncton St.: "Japanese Doctors'/Hospital Office" relocated from 4091 Chatham St.		3580 Moncton Street "Hepworth Block"		3831 Moncton Street "Ray's Drygoods/Budget Appliance"
	3711/3731 Chatham Street "Steveston Methodist Church"		3611 Moncton Street "Marine Garage"		3871 Moncton Street "Bare Basics"
	12011 3 RD Avenue "Steveston Courthouse"		3680 Moncton Street "Wakita Grocery"		3891 Moncton Street "Tasaka Barbershop"
	12111 3 RD Avenue "Sockeye/Steveston Hotel"		3700 Moncton Street "Redden Net/ Atagi Building"		12191 1 st Avenue "Japanese Buddhist Temple"
	3460 Moncton Street "Dave's Fish & Chips"		3711 Moncton Street "Cannery Café"		12311 No 1 Road "Prickly Pear Garden Center"
	3480 Moncton Street "Watsida Building/ Riverside Art Gallery"		3811 Moncton Street "Steveston Museum/Northern Bank"		

November 27, 2018