

## Temporary Outdoor Patio & Retail Program (Private Land)

### Temporary Program

The City of Fort St. John is looking to support businesses who have been impacted by the pandemic by providing a simple, cost-effective and streamlined way to increase outdoor patio and retail areas on a temporary basis. These expanded outdoor areas will help businesses maximize operations while maintaining social distancing for their customers. Temporary patios and retail areas will be allowed to operate until **September 30, 2022**.

### General Information

If you're interested in a temporary outdoor patio or retail expansion on private land, the process is fast and easy. Just follow these steps to help make your temporary space successful and safe:

#### **1. Talk with the landowner(s) and other affected businesses;**

If you are a commercial tenant, it is your responsibility to ensure that the landowner consents to your proposal (in writing). Also, if there are other businesses on the property that could be affected by your proposal, so make sure that they are aware of your proposal.

#### **2. Choose your location**

Identify where you plan on creating your onsite temporary patio or retail area. Contact the Planning & Engineering Department for a PDF showing the aerial view of your property. Outline proposed temporary patio or retail area. A few things to consider as you select your area:

- Check property lines to ensure that you're not encroaching on public land or neighbouring landowners or public utilities;
- Avoid occupying any universally accessible parking stalls designated for persons with disabilities;
- Ensure that pedestrians and vehicles can still move around safely;
- Keep a safe distance from utility infrastructure, such as transformer boxes.
- Avoid landscaped areas. Removing or destroying required landscaping will trigger a Development Permit application.

### **3. Decide whether you plan on extending liquor service to the temporary patio area**

If you plan on serving liquor in your temporary patio area, make sure that it is consistent with your Liquor License. If you require a new Liquor License, or a change to an existing Liquor License, please contact the Liquor & Cannabis Regulation Branch for your Temporary Expanded Service Area Authorization.

### **4. Consider visibility and signage**

If you're going to use fencing around your temporary space, use low fencing (5 feet or less) that is not entirely opaque. Fencing that you can see through helps to promote safety and increases visibility. Also, ensure that any new signage is kept to a minimum and is temporary.

### **5. Confirm that this is temporary**

This program is for outdoor patio and retail expansions that are temporary only and must be removed by **September 30, 2022**. All materials and furniture used must be temporary in nature so that they can be removed easily, and the area can be restored to its original condition.

### **6. Submit your information to the City of Fort St. John Planning & Engineering Department**

This process is meant to help you plan out a successful and safe temporary outdoor space. Ensuring that your temporary outdoor patio or retail area is safe and functional for you, your customers, and the businesses around you is your responsibility. Once you are ready to go with your plans, please submit this checklist to [developmentsservices@fortstjohn.ca](mailto:developmentsservices@fortstjohn.ca). Once you have received an email accepting your checklist, you are ready to get moving!

#### **CONTACT US:**

##### **Planning & Engineering**

Francis Work Beaton Building  
10003 110 Avenue  
Fort St. John, BC  
Phone: 250-785-8150

Email: [developmentsservices@fortstjohn.ca](mailto:developmentsservices@fortstjohn.ca)

## Request for Temporary Outdoor Patio & Retail Space (Private Land)

### Checklist:

Please complete the following checklist and submit to the [Planning & Engineering Department](#) for processing of your temporary outdoor patio or retail area. All items must be completed and submitted prior to approval.

Applicant Contact Information	Name	
	Address	
	Phone Number	
	Email	
Business Name		
Business Address		

- The landowner(s) consents to the proposed patio/retail area, and adjacent tenants (if any) have been notified of the proposed patio or retail area.
- A photo of the proposed location is attached.
- A dimensioned site plan outlining the temporary patio/retail area is attached.
- Liquor is NOT being proposed on the patio.
- If liquor is being served, please contact the Liquor & Cannabis Regulation Branch for your Temporary Expanded Service Area Authorization.

As the applicant, I confirm that I have read the *Temporary Outdoor Patio & Retail Program on Private Land Bulletin* and that this application is in conformance with the Bulletin. I have attached to this form the information required in this Checklist. Further, I understand and agree that all materials used in the construction of the temporary patio / retail area are fully removable and that the area will be restored to its original condition no later than **September 30, 2022**.

I understand that this application form is a public document and that any and all information contained in it, including personal information as that term is defined in the Freedom of Information and Protection of Privacy Act of B.C., is open for inspection by the public.

I understand that I am responsible for obtaining any required authorizations and permissions from Telus, PNG, BC Hydro and Shaw.

**Declaration:**

I hereby agree that:

1. the requested Temporary Outdoor Patio/Retail does not imply authorization for a permanent installation;
2. the requested Temporary Outdoor Patio/Retail will not increase the maximum occupancy of the establishment;
3. the Temporary Outdoor Patio/Retail installation 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;
4. the Temporary Outdoor Patio/Retail installation at the above noted location will comply with all the provisions of any Provincial regulations and Public Health Orders;
5. the Temporary Outdoor Patio/Retail installation may be subject to inspections by the City or Provincial agencies without notice.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_