



This permit authorizes the temporary creation or expansion of patios on District-owned land for 2023 from April 1 to October 31. Approval is by the Planning Department and Director of Engineering. Please drop off the application in person at District of Kitimat front desk or by email to planning@kitimat.ca for review. **No application fee applies.**

APPLICANT INFORMATION

Full Name: _____

Mailing Address: _____ Postal Code: _____

Phone: _____ Cell: _____ E-mail: _____

PROPERTY OWNER INFORMATION *(if different from above)*

Full Name: _____

Mailing Address: _____ Postal Code: _____

Phone: _____ Cell: _____ E-mail: _____

BUSINESS INFORMATION

Address: _____

Business Name: _____

Business Type: _____ Business License #: _____

Liquor License # and Type: _____

PROPOSAL INFORMATION *(attach multiple pages if required)*

Proposed Patio (Please check one):

On-Street Patio Sidewalk Patio Green Space Patio Public Square Patio

Describe proposed use: _____

Proposed start and end date: _____



APPLICATION ACKNOWLEDGMENT

Personal Information provided on this form is collected under the authority of Section 26(c) of the Freedom of Information and Protection of Privacy Act and will be used only for purposes related to your application. Your name will be treated as public information. All other information will be released in accordance with the Freedom of Information and Protection of Privacy Act.

If you have questions about the collection of your information, please contact us at administration@kitimat.ca or 250-632-8900.

I accept responsibility for delay caused by incorrect or insufficient submission materials. Processing begins only when an application is certified as complete. To be considered complete, the application must include this completed form, and documents and/or drawings as required.

_____	_____	_____
Applicant or Authorized Representative (Print)	Signature	Date

AUTHORIZATION OF APPLICANT

By signing this application I authorize the above applicant to apply for this permit, receive and submit information regarding this property and this application, and otherwise act on behalf of the property owner regarding this application

_____	_____	_____
Property Owner's Name (Print)	Signature	Date



APPLICATION CHECKLIST

This checklist must be followed and submitted with your application form. If the application is incomplete it will affect the processing time of the pending application. Please complete the application by initialing in the box under “Copies Attached” to verify completion of each submittal requirement. District staff will review the checklist and application package. Only complete applications will be accepted and assigned for review.

FORMS AND FEES

Document	Details	Notes	Copies Attached	Accepted (staff)
Application Form	Completed and signed at time of submission.			
Application Fee	Paid and receipt provided. <i>*Council has waived the required fee for 2022.</i>	N/A	N/A	N/A
Copy of Liability Insurance	\$3,000,000 liability insurance, naming the District of Kitimat as additionally insured is required.			
Public Access Agreement Form	Agreed to and signed at the time of submission.			

DRAWINGS AND DOCUMENTS REQUIRED

Document	Details	Notes	Copies Attached	Accepted (staff)
Site Plan (digital or hand sketched)	<ul style="list-style-type: none"> • Overview of property and where the patio space is proposed (with dimensions). • Identify patio entrance location(s) and patron queuing location (with dimensions). • Provide a description of furnishings and a rough detail of any proposed patio enclosure (design / material). • Identify the locations of any nearby District services (i.e. fire hydrants, storm drains, street lights, etc.) • Identify the locations of any nearby transportation infrastructure (i.e. bus stops, parking stalls, drive aisles, traffic signs). 			

Every project is different, please contact us if you have questions.



PUBLIC ACCESS AGREEMENT FORM

Permission for this request is governed by *Part 9, Division 10, Subdivision 3 of the Kitimat Municipal Code - "Use of Highways and Public Spaces"*. Please keep this form in a safe location, as once signed by the Planning Department and the Director of Engineering, it confirms the District of Kitimat's permission for you to temporarily occupy the public lands requested to the conditions stated herein:

PUBLIC ACCESS CONDITIONS

1. Your organization will be responsible for all clean up, will maintain the area in a neat and tidy condition, and will be responsible for any damage to public or private property as a result of the event and activities associated with the event.
2. Your organization will be responsible for any damage claims as a result of this permission and save the District of Kitimat harmless from any and all claims resulting from this approval and your activities.
3. Traffic flows are to be maintained as required for businesses by adequate traffic control to provide pedestrian safety.
4. The portion of the parking lot being utilized for the event activities is to be cordoned off by barricades and/or flagging to prevent vehicles from entering this area.
5. The details of your temporary patio will not change from the application and documents submitted that form the approval and issuance of this permit.
6. Changes to the location, function, design, or use of your temporary patio will require prior District of Kitimat approval and may be denied.
7. Other conditions

8. If you are in agreement with the above conditions, please sign below.

Applicant or Authorized Representative (Print)	Signature	Date

ISSUANCE OF APPROVAL

Temporary Patio Application File #: _____ Dates of Approval: _____

Planning Department (Print)	Signature	Date

Director of Engineering (Print)	Signature	Date