



To support Kitimat's food and liquor serving premises adhere to the Covid-19 restrictions ordered by the Provincial Health Officer (PHO), this permit authorizes the temporary creation or expansion of patios on District-owned land for 2022 from April 1st to October 1st. Approval is by the Director of Planning and the Director of Engineering. Please submit the application to planning@kitimat.ca. 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. Home address and telephone number will not be released except in accordance with the Freedom of Information and Protection of Privacy Act.

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.

