



PARKLET LICENCE APPLICATION

Development Services

1 Centennial Square

Victoria, BC V8W 1P6

Account # (office use only)

For information regarding parklets please contact Development Services at developmentsservices@victoria.ca or 250.361.0382.

Application must be completed in full. Please submit your completed application form, supporting documentation, and application fee to:

- Business Licences, Public Service Counter, Main Floor, City Hall

Please be advised this document is subject to the Freedom of Information and Protection of Privacy Act and access can be requested.

PLEASE PRINT Date: _____

Application Contact Person: _____

Phone _____

Applicant's Organization Name: _____

Fax _____

Mailing Address: _____

Postal Code: _____

Email address: _____

Insurance provider: _____

Phone _____ Fax _____

(Agent/ Broker) _____

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Distance from Property Line to Curb	m	
Proposed width of parklet	m	
Proposed length of parklet	m	
Proposed area of parklet	feet ²	
Distance between proposed parklet and curb	m	
Distance between proposed parklet and any obstructions	m	
Proposed number of parking stalls the parklet will occupy		

SUBMISSION REQUIREMENTS

Checklist for applicant:

- Application signed and completed in full
- \$50.00 (plus applicable taxes) non-refundable application fee provided
- Detailed Site Plan, Front Elevation, Side Elevation of parklet provided (details below)

A site plan, front elevation, and side elevation is required in PDF format and as outlined below. If you will be fastening anything to the sidewalk, please include details in the drawings.

Required drawings (to scale and fully dimensioned):

1. Site Plan (view from above):
 - a. exterior walls of buildings including doors and windows
 - b. property lines and street addresses
 - c. curb
 - d. utilities and services including fire department connections, City sewers and water works, gas/electricity/phone/internet equipment, street furniture (trees, garbage containers, benches, bus zones, loading zones, etc.) and measurements indicating their location relative to the building face of the business
 - e. the plan view should extend 5m to either side of the proposed parklet area
 - f. proposed area to be used for parklet
 - g. proposed objects (tables, chairs, umbrellas, heaters, railings, etc.) to be located in the parklet area
2. Front Elevation (view from the front):
 - a. elements listed under Site Plan
 - b. slope (if any)
 - c. height of the proposed objects in the parklet area
3. Side Elevation (view from the end):
 - a. elements listed under Site Plan
 - b. slope (if any)
 - c. height of the proposed objects in the parklet area
 - d. weather protection (awnings, umbrellas, etc.)(if any)

- A re-application is only necessary when changes are to be made to the original approved Parklet Licence application. In addition, existing parklets may need to be modified due to changes external to the parklet such as sidewalk widths, utilities, and potential safety hazards.
- Placing or storage of items on the public right of way other than those approved on the plan is not permitted.
- It is the applicant's responsibility to ensure the approved fixtures and movable objects do not extend outside of the approved area.
- If a violation occurs, the City may revoke your Parklet Licence.
- A Parklet Licence may not be transferred to another individual or organization.

Completion of this application does not guarantee approval of application. Approved licences will be issued only upon receipt of payment of applicable fees. Installing and operating a parklet without a valid Parklet Licence is an offence for which penalties are prescribed (Ticket Bylaw).

IMPORTANT: This information is being collected for the purpose of determining the applicant's eligibility for a Parklet Licence in the City of Victoria pursuant to its Bylaw(s). In providing this information, you have consented to its use for the above-described purpose and declare that all the information provided herein is correct. This information may be shared with applicable City of Victoria departments and related agencies for the purpose of required inspections and approval of this licence application. Applicant has read and agrees to comply with the stated regulations and bylaws of the City of Victoria. Licences are effective from January 16 to January 15 of the following year are non-transferable, and the licence fee(s) paid are non-refundable.

The Applicant hereby agrees to indemnify and hold harmless the City in respect of any and all claims, actions, demands, suits and costs, occasioned by or arising out of, or resulting from the use, operation or activities related to the 'Parklet' by the Applicant, the Applicant's officers, employees, or agents.

The Applicant shall have in place, at its own cost and expense:

- a) Commercial general liability insurance with limits of not less than \$2,000,000.00 per occurrence;
- b) Such insurance shall be primary insurance without right of contribution from any insurance carried by the City, and will provide that it may not be cancelled or materially changed except upon thirty (30) days prior written notice to the City; and,
- c) The City shall be added as an additional insured, with a cross liability clause. Before issuance of a Licence contemplated by this Application, the Applicant shall provide the City with valid a certificate of insurance that confirms the foregoing coverage is in place, and at any subsequent time upon request of the Director or Director's designate.

I understand I cannot operate a parklet until such time as a Parklet Licence has been approved and issued.

Applicant's Name (Individual completing form): _____

Applicant's Signature: _____ **Date Signed:** _____ **Date Stamp (office use only):** _____