

June 2020  
BUILDING DIVISION

# ***PARKING TO PATIO & SIDEWALK QUEUING SPACE DIGITAL SUBMISSION GUIDELINE***

City of Surrey is accepting online digital application submissions to facilitate the Parking to Patio & Sidewalk Queuing Space Program as part of the City's COVID-19 response plan.

In order to facilitate your application process and ensure timely support, please carefully review and apply the following guidelines and conditions. On-site (private property) and off-site (on-street or boulevard) applications can be made through this process.

Note that the applicant takes on all liability associated with the proposal including impacts to neighbouring properties. Any proposal or plan may need to be amended at any time during the course of its operation due to site reviews and neighbourhood concerns.

This process is strictly for temporary patios and customer queuing areas in response to COVID-19 physical distancing requirements. Permanent outdoor seating proposals must follow the approved procedures and guidelines as described on the following links:

- <https://www.surrey.ca/city-services/18426.aspx>
- <https://www.surrey.ca/files/OutdoorSeating.pdf>

## **Before Submitting Online**

Ensure all required forms, plans and information are provided as described below. For any assistance do not hesitate to call the Planning & Development Customer Service Call Centre at 604-591-4086.

## General Conditions

- The Parking to Patio Program will be considered for:
  - Eating establishments with a Business License in Good Standing.
  - Restaurants without Liquor Licenses and Class A, B & D Licenses (Food Primary and Liquor Primary).
- The Sidewalk Queuing Space Program will be considered for:
  - All Business with a Business License in Good Standing.
- Completion of associated Building Permit Application Form (for tracking purposes only).
- All emergency access and egress routes must not be impacted. Fire department access, including access roadways, must be maintained in accordance with BC Building Code and BC Fire Code requirements.
- Fire hydrants, fire department connections (FDC's) and all other fire service response infrastructure must not be blocked or obstructed.
- Access must be maintained for emergency traffic on all roads.
- Proposal must follow Provincial Fraser Health and the LCRB requirements.
- No cooking equipment will be allowed in the expanded service area.
- Occupant load to be supported by Provincial authorization and business license.
- Ensure neighbouring property owners, businesses and residents are not negatively impacted by the proposal.

## Parking Removal Considerations & Requirements

### Off-Street/Private Parking:

- All features (tables, chairs, umbrellas, heaters) are temporary in nature and can be removed or relocated immediately if required for emergency access.
- Stalls to be blocked off entirely- no partial parking stalls.
- No Accessible Parking to be removed or impacted.
- Stalls backing onto active drive aisles to be blocked with curb stops.
- Sides of parking stalls or entire parking areas can be blocked off with pylons and/or sawhorse barriers.
- Applicant will be responsible to ensure shared parking agreements, easements, are adhered to and that supporting letters be submitted.
- Ensure sufficient parking stalls remain available to support the occupancy (generally, converting a maximum of 50% of the total private parking stalls provides a good balance depending on demand).

### On-Street Parking:

- Limits of on-street parking fronting businesses cannot extend beyond immediate business frontage unless approved by the City.
- Impacts to sightlines, driveway access and other engineering issues to be reviewed and accepted by Engineering.
- Cost estimate for traffic barriers and signage installation and removal to be prepared by the City. The City is to review the most economical method that maintains desirable protection.

- The City is to install all traffic control devices and at a 50% cost share with the applicant.
- A minimum 2.0 metre wide through pedestrian corridor must be maintained.
- No advertisement, signs, or any other forms of visual distraction may be placed in a manner that causes visual distractions for a driver.
- Any object such as umbrellas, fencing and coverings must be secured without damaging City property.
- No object shall be placed 0.5m from the edge of curb, and no object shall obstruct catch basins, curb inlets, or any other form of storm water management system.
- Accessible ramp access with a non-slip surface from sidewalk to road surface is encouraged and is the responsibility of the business owner.
- The applicant must have insurance in the amount of 5 million dollars that names the City as an additional insured. A [Certificate of Insurance Form](#) must be completed and submitted at the time of application.
- The City's Transportation Division will forward the required Permit application forms to be completed upon review and acceptance of the plan for use of public space.

### When You Are Ready to Submit

Email your complete package to [permitapplication@surrey.ca](mailto:permitapplication@surrey.ca) with all required information.

The email subject line must include:

<i>Parking to Patio</i>		<i>Sidewalk Queuing Space</i>
<i>Name of Business</i>	OR	<i>Name of Business</i>
<i>Address of Business Location</i>		<i>Address of Business Location</i>

Required Attachments:

- [Building Permit Application Form](#)
- Scanned image of Business License
- [Owner Authorization Form](#) (authorization from property owner or strata if applicable)
- Supporting documents from Provincial Authorities (if available)
- Digital photographs of the sidewalk and/or parking area
- Simple Sketch Plan of Use Area, including:
  - Outline of extended service area on air photo or plan
  - Notes related to safety precautions, delineation of area, egress/access routes
  - Location and placement of curb stops and/or barriers
  - Location and placement of signage
  - [COSMOS](#) sketch by owner is acceptable
- Complete [Certificate of Insurance Form](#) (applicable to on-street, public sidewalk and boulevard proposals only).

Documents must be submitted as individual PDF file attachments and labelled according to the type of document.

- E.g. Authorization Form file should be titled "AuthorizationForm.pdf"; Building Permit Application Form file should be titled "BuildingPermitApplicationForm.pdf", etc.

- Application forms are to be sent in editing mode. This will allow staff to complete the "Office Use Only" section.

## Payment

### Applicable Fees:

- \$200 non-refundable application fee
- Deposit required per application to ensure removal at the end of authorization
  - Applicable to on-street parking only when supported

In your email submission, please state your intended method of payment for fees and applicable security deposits.

- The following payment methods are currently accepted:
  - **Cheque** (mailed in): Payable to the City of Surrey  
Planning & Development (2 West Customer Service Counter)  
13450 – 104 Avenue  
Surrey, BC, Canada  
V3T 1V8
  - **Cheque** (in person, at City Hall): Place cheque in the drop off box, located in the Level 1 Parkade (P1) Lobby
  - **Credit Card** payments by phone: 604-591-4086

**Once the complete application is received and endorsed you will be notified to proceed.**