

April 2021  
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.

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 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, please 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.
- Patios must be separated from traffic with temporary modular fencing no more than 1.2 metre in height.
- Applicant will coordinate the installation of patio with the City so Engineering can place object markers and reflectors on fencing to increase visibility.
- 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.
- Access to manholes, valves etc. within the fenced in area must be accessible at all times.
- Concrete barriers may be required on high-volume MRN arterial roads and spaced in a manner to provide an adequate level of safety as determined by the City.
- 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:

- **Parking to Patio**, Name of Business and Address of Business Location
- OR
- **Sidewalk Queuing Space**, Name of Business and Address of Business Location

### 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.

- I.e., Authorization Form file should be titled "Authorization Form.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.

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

**Façade Enhancement Grant - Temporary Patios**

The City of Surrey's [Façade Enhancement Grant](#) can provide a grant matching up to 30% of the eligible costs to a maximum of \$3,000 to commercial property owners who want to improve their store front facades. Until the end of 2021, the eligible reimbursements of the program have been expanded to include expenses related to the construction of temporary patios. This is a separate application process from the Parking to Patio application described above. The Parking to Patio proposal must be endorsed or in the review process to be considered for the grant program.

For questions related to the Façade Enhancement Grant program please contact:

[neighbourhoodteam@surrey.ca](mailto:neighbourhoodteam@surrey.ca)