



# Seasonal Curbside Patio Program

## Patio Application

Pursuant to Bylaw No. 6704-2009,  
Section 33.0  
Schedule "C" - Highway Use Permit

**This application is only for patios located in a public right of way (City sidewalk or parking lane).** Applications for patios on private property can be made through the Building department.

### A. APPLICANT INFORMATION

**Business Name :**

**Maple Ridge Business Licence No. :**

**Business Address :**  
*(address where the patio will be located)*

**Contact Name :**

**Phone Number :**  -  -

**Alternate Phone :**  -  -

**Email Address :**

Personal information entered on this form is collected under the authority of section 26(c) of the *Freedom of Information and Protection of Privacy Act* (FIPPA) for the purposes of administering the Mobile Food Vending Program and other economic development programs and services. If you have any questions or concerns about how your information will be used, contact the Legislative Services Department by calling 604-466-4300 ext. 5557 or by emailing FOI@MapleRidge.ca.

### B. PATIO DESCRIPTION

**What type of patio are you applying for?**

Type A (Sidewalk Café)

Type B (Front Porch)

Type C (Parking Pop-up)

Type D (Full Sidewalk)

**Will the patio be licensed for liquor service?**

No

Yes

**Liquor Licence No. :**  
*(if applicable)*

**Current business occupancy limit :**  
*(number of people)*

**Proposed patio occupancy :**  
*(number of people)*

### THIS SECTION FOR CITY USE ONLY

**Highway Use Permit No. :**

**Engineering File No. :**

**Patio Program File No. :**

**Patio Approved :**

YYYY-MM-DD

### C. PATIO SITING

#### For ALL Patios:

Confirm that your proposed patio maintains the following clearance requirements:

- Minimum **1.8 m** clearance for pedestrian passage
- Minimum **1.8 m** clearance from any fire hydrant or fire department connection (FDC)
- Minimum **0.6 m** clearance from City-installed street furnishings, including benches, bike racks, garbage/recycling receptacles, and other similar furnishings
- Minimum **0.5 m** buffer space between the patio edge and the adjacent travel lane and/or parking space (including traffic delineators or warning markers)
- Minimum **0.3 m** clearance from storm drains
- Minimum **0.3 m** clearance from in-ground utility vaults or above-ground utility kiosks



**By checking this box, I confirm that my patio meets all of the above siting requirements**

#### For TYPE C/D Patios Only:

You must contact your same-side-of-the-street neighbours whose storefronts directly faces or is adjacent to the location of your proposed patio or pedestrian diversion structure to inform them of your intentions to operate a patio.

- You are required to supply a **Patio Neighbour Letter** to the same-side-of-the-street businesses immediately facing or neighbouring your proposed patio space
- You do not need to submit any letters of support or proof of contact with your application, but please keep record of any contact you do make
- Refer to **Appendix A** of this document for an example Patio Neighbour Letter that you can tailor to your situation.



**By checking this box, I confirm I have contacted my neighbouring businesses and provided them with a Patio Neighbour Letter before submitting my application**

### D. SUPPORTING DOCUMENTS

#### SITE PLAN

Provide a site plan for your proposed patio location.

- Your site plan can be hand drawn or digital and must be drawn to scale
- Include dimensions and clearly label the elements in your drawing
- Indicate all clearances noted in Section C of this document, as applicable to your site



I have included a site plan of my proposed patio location

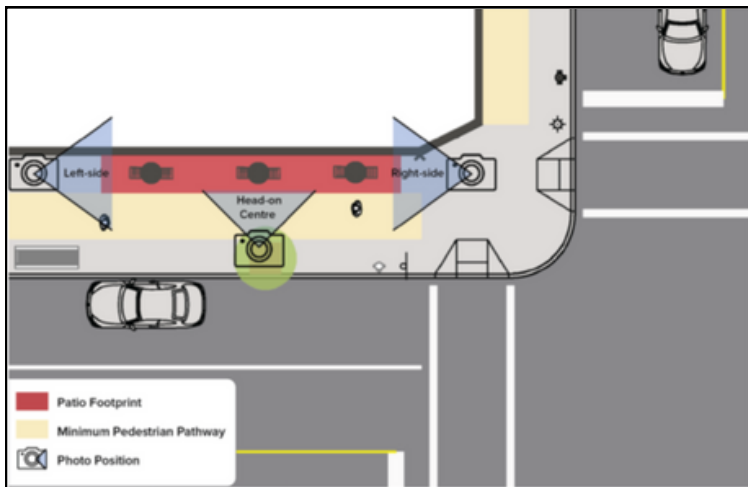
#### PHOTOGRAPHS

Include photos of your proposed patio location. Ensure photos are taken from the angles shown in the reference image below applicable for your patio type.

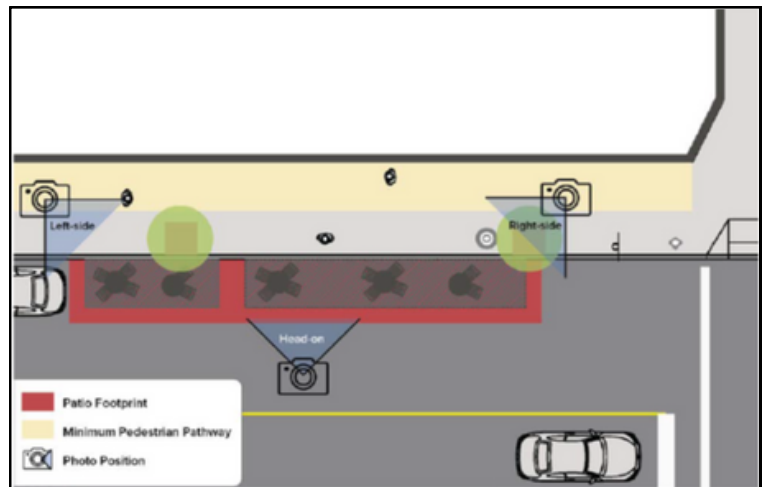


I have included photographs that meet the requirements as illustrated below

Type A (Sidewalk Café) / Type B (Front Porch)



Type C (Parking Pop-Up) / Type D (Full Sidewalk)



**CERTIFICATE OF INSURANCE**

Please provide a valid Certificate of Insurance

- Provide proof of Commercial General Liability insurance policy providing not less than the minimum coverage applicable to your patio type, naming the City of Maple Ridge as an Additional Insured, and providing that the policy shall not be cancelled, lapsed, or materially altered without 30 days’ notice to the City of Maple Ridge
- The Certificate of Insurance shall be delivered to the City prior to the issuance of a Highway Use Permit (if applicable) and/or approval of the patio

<b>Patio Type</b>	<b>Minimum Commercial Liability Insurance Coverage Required</b>
Type A/B (all)	\$2,000,000
Type C/D (unlicensed)	\$2,000,000
Type C/D (licensed)	\$5,000,000



**By checking this box, I confirm that I have included a Certificate of Insurance that includes the details as noted above**

**E. DECLARATIONS & COMPLIANCE**

**HEALTH & SAFETY DECLARATION**

I declare that my patio will...

- Not include any food or beverage preparation, food processing, or cooking
- Not block access to any fire hydrants or fire department connection (FDC) devices
- Not block access for emergency vehicles (including but not limited to fire trucks, ambulances, police vehicles, etc.) or public transit vehicles
- Not obstruct existing entrances to exits from buildings
- Not obstruct or impede passage for persons with a disability or reduced mobility, whether or not they use a mobility aid or other assistive device or technology



**By checking this box, I declare that my patio will meet the Health & Safety requirements stated above**

# Patio Application

### BYLAW COMPLIANCE DECLARATION

I declare that I will comply with all applicable City of Maple Ridge bylaws, including but not limited to, and as amended from time to time:

- Business Licensing and Regulation Bylaw No. 6815-2011
- Fees and Charges Bylaw No. 7575-2019
- Fire Prevention Bylaw No. 4111-1998
- Highway and Traffic Bylaw No. 6704-2009
- Noise Control Bylaw No. 5122-1994
- Sign Bylaw No. 7630-2020
- Smoking Regulation Bylaw No. 6968-2013
- Unsightly Premises Bylaw No. 6533-2007

**By checking this box, I declare that I will comply with all applicable bylaws**

### HIGHWAY USE PERMIT DECLARATION *(for Type B/C/D patios only)*

Patio operators must comply with all applicable terms and conditions in the Highway Use Permit as issued for their patio. Please refer to **Appendix B** for full terms and conditions.

**By checking this box, I declare that I agree to comply with the Highway Use Permit for my patio**

DATE (YYYY-MM-DD)

SIGNATURE

## F. SUBMIT YOUR APPLICATION

Email your completed application to [Patios@MapleRidge.ca](mailto:Patios@MapleRidge.ca), or mail it or drop it off at Maple Ridge City Hall, Attention: Economic Development, 11995 Haney Place, Maple Ridge, BC V2X 6A9

**Thank you for your interest in the Seasonal Curbside Patio Program.** A City representative will be in touch within 2 business days (Type A) or 10-15 business days (Type B/C/D) to let you know if additional information is required and inform you about next steps.

**Patio Neighbour Letter – example (Type C/D patios only)**

*To be updated and supplied to all same-side-of-street businesses immediately neighbouring or facing your intended patio space*

Dear Neighbour:

Our business, located at [ADDRESS] is applying to participate in the City of Maple Ridge’s Seasonal Curbside Patio Program, and we wanted to let you know.

We’re applying to use: *(check one)*

- Parking Pop-up patio** - a parking space in the street in front of our business
- Full Sidewalk patio** - the full width of the sidewalk in front of our business, and a pedestrian diversion into the parking lane

Our patio will be in place between [DATE] and October 31 of this year. All structures or furnishings will be removed on or before October 31.

The City of Maple Ridge may grant permission to our business to use the parking lane and/or sidewalk through a Highway Use Permit, which will require strict compliance with several bylaws and policies.

We understand that our use of the public right of way may affect your business, and we want to be good neighbours to you.

If you have any questions or concerns about our patio, how we’re building it and operating it, or any other issue, please don’t hesitate to contact us. We’ll be happy to have a conversation with you and be the best patio neighbours we can be.

You can reach us by phone on [PHONE NUMBER] or email [EMAIL ADDRESS], or feel free to drop by.

If you’re not satisfied with the outcome of our conversation, you may contact the City of Maple Ridge at [Patios@MapleRidge.ca](mailto:Patios@MapleRidge.ca) to share your concerns.

We look forward to welcoming all our neighbours on our patio this season!

[NAME]  
[TITLE]  
[BUSINESS NAME]

## Highway Use Permit – Terms & Conditions

*Operators of Type B/C/D patios must comply with these terms and conditions for the operation and maintenance of their patios.*

*Highway Use Permits are subject to an annual fee payable before the patio can open for operation. Refer to Schedule “A” of the City of Maple Ridge Fees and Charges Bylaw No. 7575-2019 for the current fee.*

This permit shall be valid and subsisting from the start and end dates/times listed above and at all times during the currency thereof, shall be subject to cancellation if the holder thereof shall neglect, fail or refuse to observe and to comply with all the requirements of the City of Maple Ridge Highway and Traffic Bylaw No. 6704-2009, and is issued subject to the following conditions:

- That all necessary plans and specifications of any works involved have been deposited with the Permits Department and have been approved
- That this Permit shall be valid only for the specific works or other uses of a Municipal Highway stated herein. All alterations and additions must be covered by a separate Permit
- That the construction and maintenance of any works under this Permit shall be carried out and completed to the satisfaction of the City of Maple Ridge
- That any person appointed by the City of Maple Ridge for that purpose shall have free access at all times to all parts of any works constructed under this Permit for the purpose of inspecting the same
- That while reasonable care will be taken on the part of the City of Maple Ridge to avoid damage to any private works constructed under this Permit while carrying out the construction or maintenance of any public work in any highway, the City of Maple Ridge accepts no responsibility of any kind for such damage if the same should result from such public work
- That the Permittee shall save harmless, defend, and indemnify the City of Maple Ridge from and against all claims, damages, and lien claims of every kind, arising out of or in any way connected with any works or other things for which this Permit is issued
- That the Permittee, or his contractor if applicable, shall obtain and maintain during the term of this Permit a comprehensive general liability insurance policy providing coverage of **not less than that outlined in Section D of the Patio Program Application** naming the City of Maple Ridge as an additional named insured and providing that the said policy shall not be cancelled, lapsed, or materially altered without 30 days’ notice in writing to the City of Maple Ridge. A copy of such policy shall be delivered to the City of Maple Ridge prior to the issue of this Permit. ~~The permittee shall disclose the name of the prime contractor~~

*(continues on next page)*

## **Highway Use Permit – Terms & Conditions**

*(continued from previous page)*

- That the Permittee shall replace and repair all municipal infrastructure effected by the work and such infrastructure is to be returned to an equal or better condition than that which existed prior to the work, all within 24 hours of the completed work, to the satisfaction of the City of Maple Ridge
- That appropriate traffic control practices must be followed as per the Provincial Traffic Control Manual for Works on Roadway 2nd edition, and to the satisfaction of the City of Maple Ridge; That the Permittee must notify and abide by all requirements of all emergency services (Police/Fire/Ambulance)
- That the Permittee shall at all times be responsible for the safety, adequacy, efficiency, and sufficiency of his work, his plant, his equipment and his method of executing the work whether by himself or his sub-contractor. His work shall at all times be protected by adequate barricades, signs, flares, fences, lanterns, guards or other such means placed as required and maintained during the work to protect the public and avoid property damage
- That the Permittee shall comply with the City of Maple Ridge Noise Bylaw No. 5122-1994 during the period of construction
- ~~That no mud, dirt, earth, soil or debris from the work site shall be permitted to be deposited on Municipal property~~
- That the Permittee ~~notify and~~ abide by all requirements of other interest groups, including but not limited to Telus, BC Hydro, Greater Vancouver Regional District (GVRD), Ministry of Environment, Lands & Parks, and the Ministry of Transportation
- That the Permittee shall take extra precaution to ensure the safe passage of pedestrians on the sidewalk before, during, and after the event
- ~~That the Permittee shall contact the Municipal Works Inspector to arrange the required inspections~~
- ~~That the Sidewalks and Curbs shall be reconstructed to Municipal standards~~
- That the Permittee will deposit with the City of Maple Ridge a Highway Use Permit Fee according to the Fees and Charges Bylaw No. 7575-2019 ~~with a refundable security deposit based on the extent of the work in cash or cheque, to guarantee the fulfillment by me of the terms and conditions set out herein within the time specified in this permit.~~

By signing and submitting the Patio Program Application, the Permittee acknowledges they have read and understand the above and will fulfill all requirements set out in these Terms & Conditions to the best of their knowledge and abilities.