

Applicant

Full Name: _____

Mailing Address: _____ Postal Code: _____

Phone: _____ Cell: _____ E-mail: _____

Comments or contact instructions: _____

Property Owner Information (if different from owner)

Full Name: _____

Mailing Address: _____ Postal Code: _____

Phone: _____ Cell: _____ E-mail: _____

Property Information

Address: _____

Property Identification Number (PID): _____

Zoning Designation: _____

Land Use Designation: _____

Business Frontage (metres or feet): _____

Business Information

Business Name: _____

Hours of Operation: _____

Number of seats inside building: _____ Number of customer accessible washrooms: _____

Proposed Outdoor Cafe Information

Proposed Number of Tables: _____ Proposed Number of Tables: _____

Type of outdoor cafe: Sidewalk Patio Boardwalk Other: _____

Will Liquor be served: Yes No



Outdoor Cafe Permit - Large

Application Acknowledgment

Should there be any change in ownership or legal description of the property, I undertake to notify the Planning and Development Services Department immediately to avoid any unnecessary delay in processing the application.

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, required fees, and supporting plans, relevant property title charges, documents and/or drawings as required.

Personal Information provided on this form is collected under the authority of the Community Charter/Local Government Act and will be used only for purposes related to your application. Your information will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of personal information may be referred to City Hall at 250-992-2111.

Applicant Name (Print)

Applicant Signature

Date

Authorization of Owner (If applicable)

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.

Owner's Name (Print)

Owner's Signature

Date



Every project is different and includes different land-use/building considerations, please contact us to discuss your project.

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 initialling in the box under "Copies Attached" to verify completion of each submittal requirement. City staff will review the checklist and application package. Only complete applications will be accepted and assigned for review.

Forms, Fees and Documents

Document	Copies Required	Details	Notes	Copies Attached	Accepted (staff)
Application Form	1	An Outdoor Cafe Permit - Small application form must be completed and signed at time of submission.		<input type="checkbox"/>	
Application Fee	1	A refundable application fee, based upon the current effective Fee Schedule.		<input type="checkbox"/>	
Copy of Insurance Certificate	1	Liability of \$2,000,000 with City as co-insured.		<input type="checkbox"/>	
Current title search	1	Documentation of current ownership, including relevant property title charges (i.e. covenant), if applicable.	The title search must have been completed within 30 days of submission.	<input type="checkbox"/>	
Encroachment Agreement	1	An Encroachment Agreement with the City of Quesnel.		<input type="checkbox"/>	
Copy of Business Licence	1	Current copy of City of Quesnel Business Licence		<input type="checkbox"/>	

Plans Required

Document	Copies Required	Details	Notes	Copies Attached	Accepted (staff)
Photographs	1	Photographs of furnishings being used.	Max size: 11"x17" PDF file	<input type="checkbox"/>	
Drawing	1	Showing table/chair location and walkway width (1.5 m minimum)	Max size: 11"x17" PDF file	<input type="checkbox"/>	
Site Plan	1	<input type="checkbox"/> Café dimensions, enclosure dimensions if applicable <input type="checkbox"/> Distances from curbside brick-work <input type="checkbox"/> Unobstructed walkway (not including curbside brick-work); minimum of 1.5 m <input type="checkbox"/> Table and chair placement	<input type="checkbox"/> Table and chair dimensions <input type="checkbox"/> Property line (private property versus public property) <input type="checkbox"/> Locations of nearby fire hydrants (if applicable) <input type="checkbox"/> Location of Fire Department connections on building (if applicable)	<input type="checkbox"/>	