

Planning + Development Bulletin #6 | Requirements for Temporary Outdoor Space Expansion Submissions

June 9, 2020

In May 2020 the Province of British Columbia released BC's *Restart Plan*, which included provisions to allow certain businesses to re-open, including many food and beverage establishments, as well as retail businesses. Physical distancing guidelines continue to apply to these businesses, and will limit the number of customers allowed inside at the same time. This may create a need for some local establishments to look for creative ways to safely welcome their customers in order to re-open their businesses. With summer weather approaching many businesses have expressed an interest in establishing outdoor seating or increasing their shopping areas, where feasible.

In an effort to facilitate the reopening of this important sector of our local economy and aid in the economic and social recovery in Coquitlam, the City has reviewed its regulations and created a new process for fast and straightforward processing of applications for food and beverage business owners wishing to expand their seating capacity, or for retailers seeking to add sales area.

If you are a local business owner, you can now apply for an expansion to your outdoor on-site private property area, where possible. The City will review your submission and, if acceptable, will grant an approval for a temporary outdoor space permit within two to three business days.

Typically, the use of outdoor space for additional seating or retail space requires regulatory review to ensure compliance with other statutes, bylaws and regulations. The new temporary measures established by the City and designed to help you in your business recovery due to the pandemic. This program will end when the Province declares that the COVID-19 event has concluded. At that time, the City will review this program and communicate with each applicant regarding winding down this temporary program.

The following outlines the new procedures to help you with a successful submission.

How to Apply

- As an alternative to a traditional hard copy paper submission delivered to City Hall, the City is accepting an electronic submission of your proposal. Submit your digital drawing package using our file transfer site: [Qfile.coquitlam.ca](https://qfile.coquitlam.ca)
- We will fast-track your submission review. In most cases, we will be able to issue a temporary siting permit within three business days.
- You will be able to sign and receive your approval online using our convenient and secure electronic DocuSign program.

Here's a Checklist for your Application

- If you are making a submission on behalf of the property owner, download and fill out an Agent Form (available at coquitlam.ca/forms);
- Submit a site plan showing the location of the proposed structure, and detailing all distances with dimensions to existing buildings, property lines and other key features, intended occupancy number and changes to parking lot, if applicable (see attached examples);
- If you are installing a tent, show the general floor layout (e.g. seating arrangement, display racks);
- Show how people with disabilities will access your outdoor space; and
- Show location and details of any heating equipment and lighting fixtures.

Other Things to Consider

- All drawings and documentation should be neat, legible, to scale and draftsman quality.
- Include documentation from other agencies relevant to your application. (i.e. Liquor Control and Licensing Branch (LCLB) if there is a change to your liquor licence.).
- Any proposed tent facility may not be used as a dwelling. If you purchase a tent, you are responsible for following all manufacturer's product instructions. The City is not responsible for the installation of these products.
- If you install a heating appliance, you will be responsible for following all manufacturer's product instructions.
- If you install lighting, you should consult a qualified electrician.
- The temporary facility must not be a public hazard, nuisance or obstruct a public right of way.
- Any temporary installations must be removed immediately if ordered by the City, or on the date of the temporary outdoor space seating permit time limit.
- You must comply with all other statutes, bylaws and regulations.

Contacting Coquitlam's Planning and Development Department

We are here to help. If you have any questions, please contact the Building Permits Division at 604-927-3441 or email us at permits@coquitlam.ca.

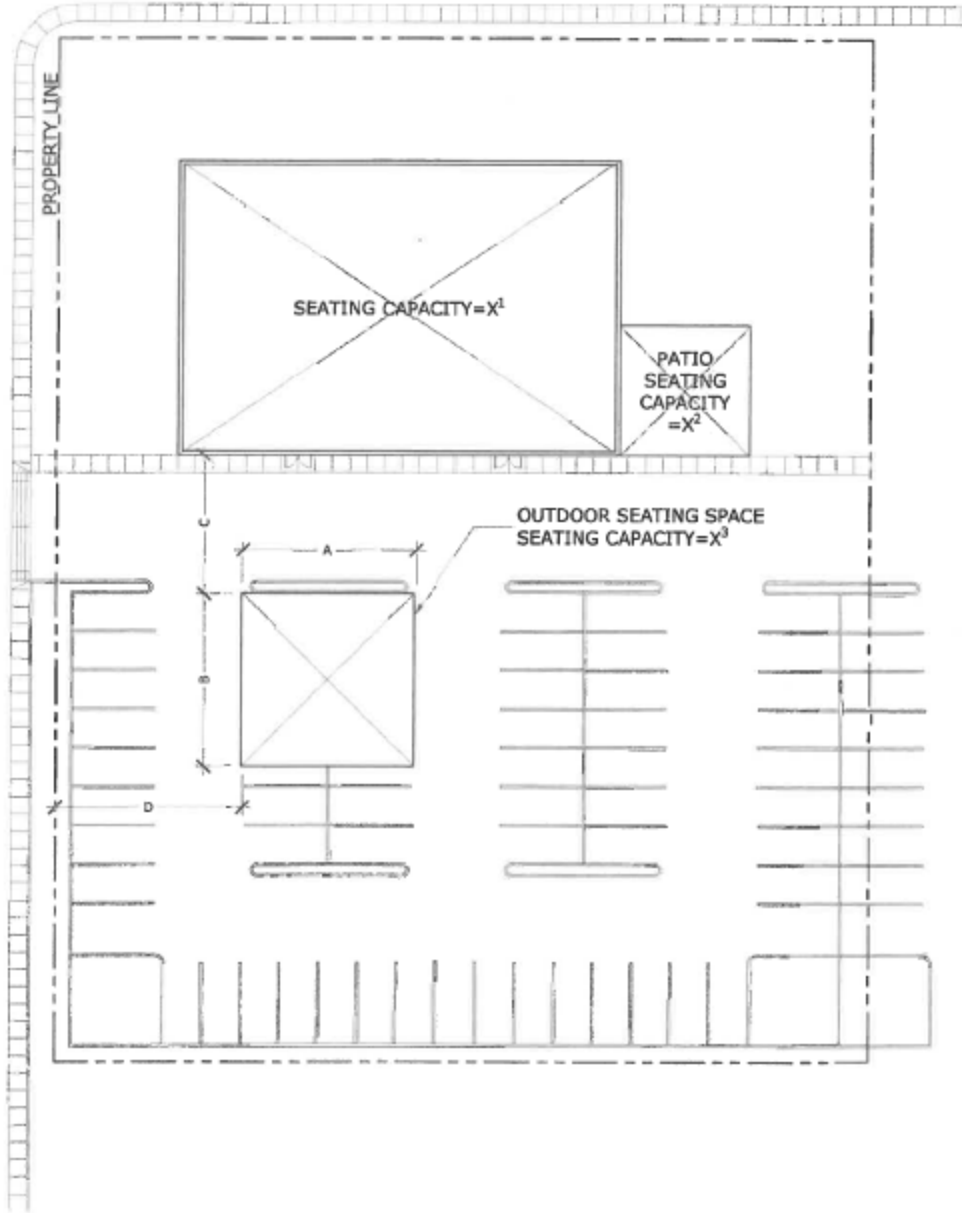
Our central customer service centre is also staffed from 8:30 a.m. -4:30 p.m. Monday to Friday.

Phone: 604-927-3430

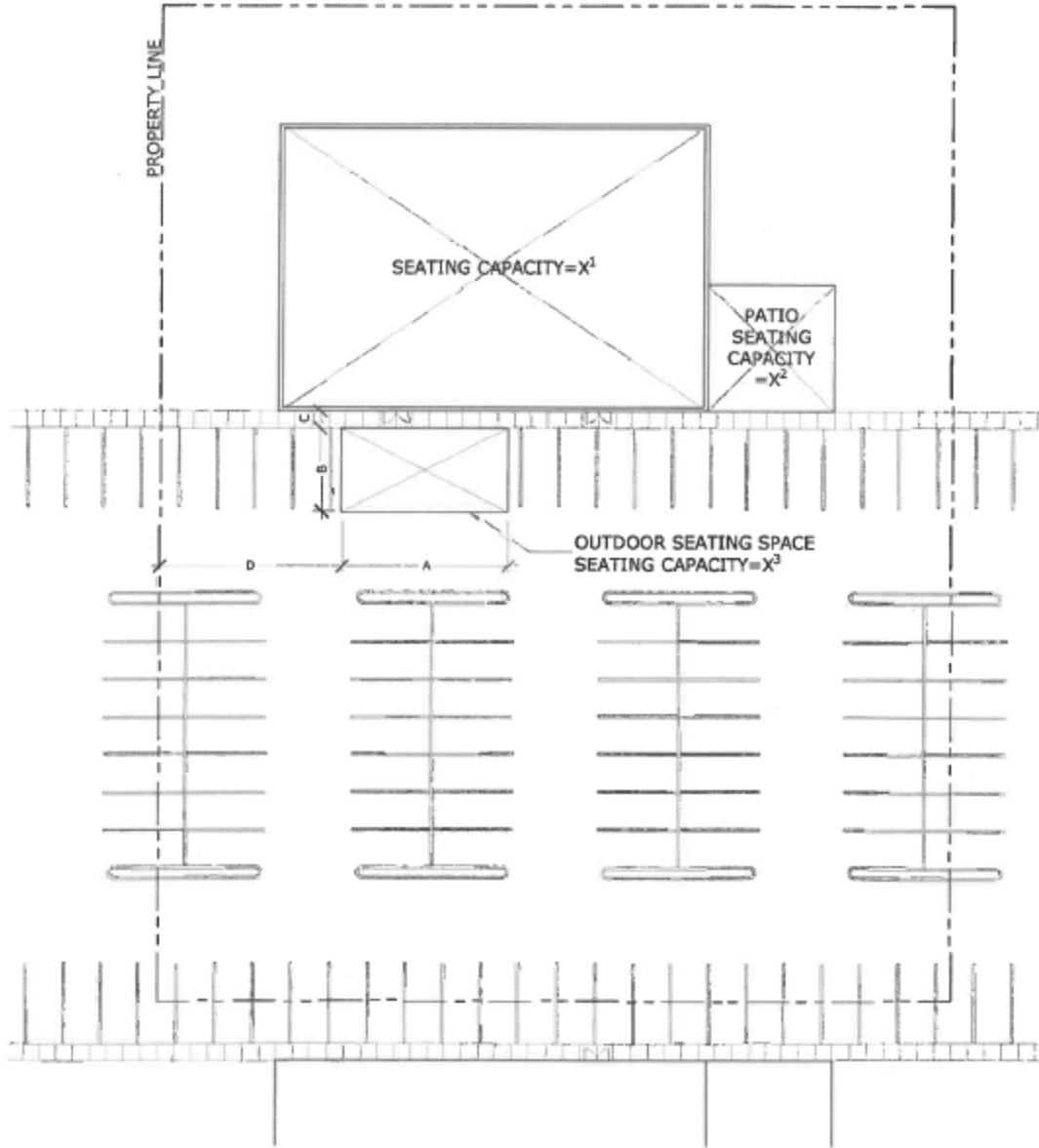
Email: planninganddevelopment@coquitlam.ca

Please also feel free to contact your file manager directly if one has been assigned to your application.

EXAMPLE 1
SCALE: 1/32"=1'-0"



EXAMPLE 2
SCALE: 1/32"=1'-0"



EXAMPLE 3
SCALE: 1/32"=1'-0"

