

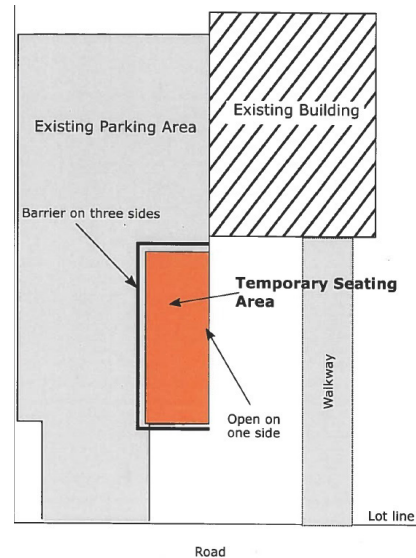
# TEMPORARY PATIO & PARKLET PROGRAM GUIDE



## 1-Temporary Outdoor Seating Located in an Existing Open Space or Parking Lot of a Subject Property – Outdoor Seating Options

Who is this for? All Town of Comox restaurants, pubs, breweries, and coffee shops

- Enforcement of setback and parking requirements suspended until October 31, 2021
- The combined indoor and outdoor seating capacity does not exceed pre-COVID maximum seating capacity
- Temporary seating in a parking lot does not reduce vehicle parking capacity by more than 6 parking spaces or 50% of existing onsite parking spaces, whichever is greater
- No structures are constructed or placed on the property other than temporary seating and associated temporary tables, fencing, and serving facilities
- No existing trees are impacted, and any landscaping alterations are temporary
- Use of temporary seating within a required Zoning setback does not exceed 10:00 a.m. to 8:00 p.m. and in all other instances 7:00 a.m. to 10:00 p.m.



## 2-Temporary Outdoor Seating Located on Public Property – Parklet Program Changes

Who is this for? Downtown Comox restaurants, pubs, breweries, and coffee shops

- The combined indoor and outdoor seating capacity does not exceed pre-COVID maximum seating capacity
- Town provision of curb stops and no post barrier to delineate boundaries of parklet acceptable to the Town and provide base for applicant provision of 1.07m high 2 x 4 wooden railing with horizontal roping between posts or other methods acceptable to the Town
- Town issuance of a license is required along with applicant proof of liability insurance
- The approval is limited to 60 days with a 30 day review / reconsideration if any public complaint is received, after 60 days
- Replace no more than 2 on-street parking spaces

## HOW TO APPLY

Application for parklet should include:

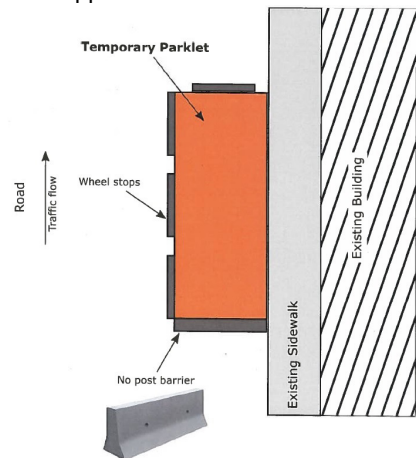
- Site Plan
- Brief description of number of seating/tables and other features
- Complete Road Encroachment Form
- A comprehensive general liability insurance with no less than \$2,000,000 for bodily harm and property damage, naming the Town as an additional insured will be required.
- A sign permit may be required for any new signs.

## FEEES

- Road Encroachment Agreement fee of \$50

## GENERAL PARKLET DESIGN GUIDELINES

- Accessible to public
- Dimensions: maximum of 2.25m wide
- Minimum width of unobstructed sidewalk next to parklet is 2.0 metres
- Constructed & maintained by applicant
- Minimum 2x4 posts with rope strung between to demark the temporary parklet from the street.
- When dis-assembled:
  - Applicant is responsible for the complete removal of parklet
  - Town will charge a fee if it must take down the parklet for the applicant



This information package is for convenience purposes only

For more information please contact:  
Town of Comox Planning Department  
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