

2023 Guidelines for Seasonal Parklets Located on City Property



ST. JOHN'S

Introduction

Parklets contribute to vibrant and livable communities and help make St. John's a place where people want to live, work and thrive. Restaurant, bars and sales occupancies are invited to plan their patio using the City's streets and sidewalks. You may be interested in a small space on the sidewalk or a more prominent patio which repurposes space on the street.

The Parklet program will run from May 19 to October 31, 2023, up to 11:00 PM daily.

This guide outlines the steps from design to approval to installation to co-create your patio with the City and contribute to safe, vibrant and accessible spaces for everyone.

To apply for a permit for a parklet on public property, as the applicant, you will need to provide the following;

- Completed application ([Application](#))
- Dimensioned site plan showing the proposed location in relation to the business/store frontage.
- Deck Construction Form ([Form](#))

The applicant must also be willing to enter into a lease agreement with the city.

Where parklets on a public space are permitted

Where private property does not provide the required space for a patio, public property may be considered using space along the sidewalk and/or within the curb lane of the street. This is an option for businesses located along main streets within the downtown and at properties where the front of the building is built up to the property line.

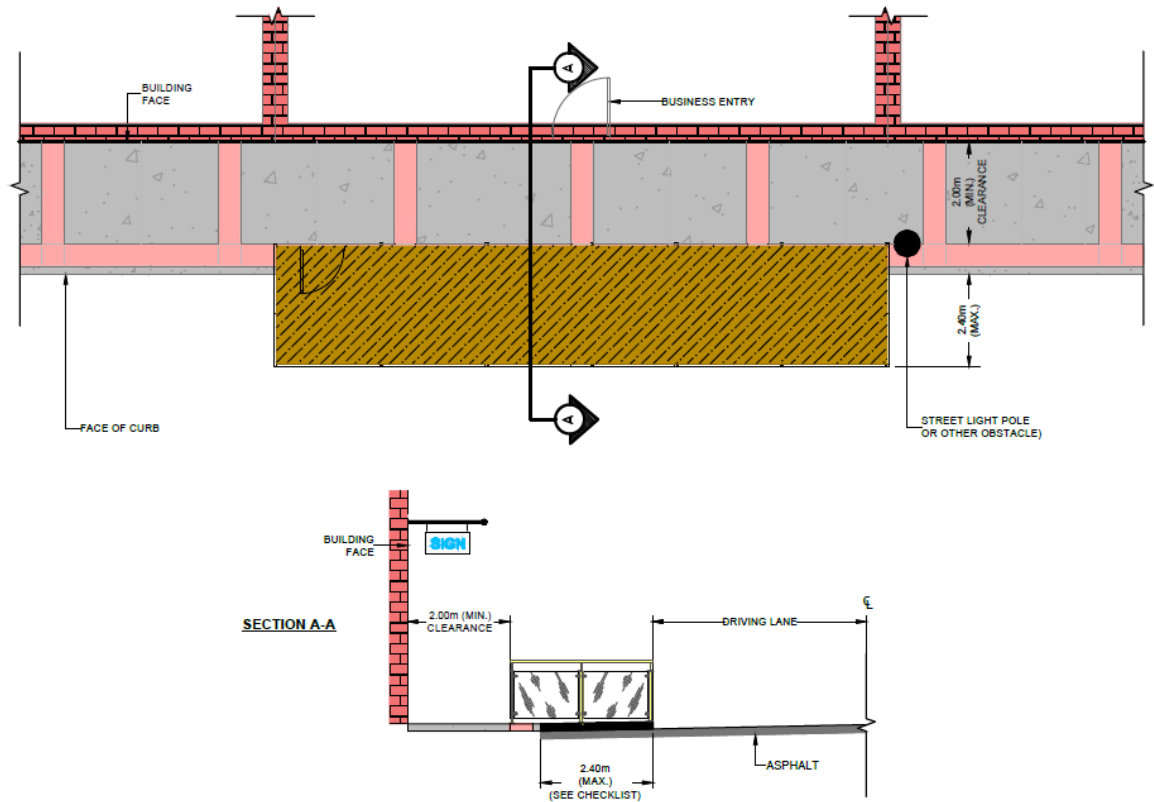
Eligibility for the Parklet Program includes.

- Having a valid occupancy approval, and
- Being an eating or drinking establishment or sales occupancy

Location Specifications

- For all parklets, a 2 metre clearance must be maintained from the façade, or any part thereof, of the building with which it is associated.
- The length of a parklet shall not extend beyond the length of the building with which it is associated.
- The parklet depth is that of a typical parking stall, plus any additional sidewalk not used for the accessible corridor. The maximum the deck can extend into the street is 2.4 metres from the curbs edge, unless it had been determined by the inspector a lesser amount is required for safety reasons.
- Parklets shall not be installed in a manner that creates site distance hazards for motorists/pedestrians at or near crosswalks or intersections. The inspector will review for such hazards upon receipt of the application.

- Parklets must not encroach into existing loading zones, accessible parking spaces, bus stops, restrict access to utility covers, etc. unless approved by the inspector.



Next Steps

The application will be reviewed by the city and forwarded to appropriate internal divisions for review.

The City's Legal Division will review requirements for a lease agreement and contact the applicant for applicable information, such as insurance confirmation, etc.

- City Lease information:
 - Owner and tenant name and contact information.
 - Proof of insurance coverage prior to completion of your lease agreement:
 - Commercial General Liability including products and completed operations minimum limit of \$2 million.
 - If serving alcohol host liquor liability must be identified as included in the Commercial General Liability coverage.

- The certificates should also reference coverage is extended to City Street/parking spaces.
- City listed as additionally insured and containing a 30-day notice of cancellation clause.
- Please confirm that the property owner and tenant are the same as listed on the insurance.
- Prior to permits being issued a city lease must be executed.

Once the application is approved by the inspector all appropriate fees will be required to be paid prior to a permit being issued. These fees will include, development fee, lease fee, lease processing fee, and permit.

Upon completion of the parklet and subject to all requirements being met to the satisfaction of the inspector an Occupancy Certificate will be issued which will initiate the SJRFD capacity card and Liquor Licensing approval.

St. John's Regional Fire Department approval:

Please provide the following information:

- Site Plan
- Deck Construction Form
- Parklet Design Plan

Send your request to: fireprevention@stjohns.ca

Newfoundland Labrador Liquor Corporation Application:

- If alcohol will be served in your outdoor area an application to NLC for a Patio or Extended Area License is required. The application can be found at: <https://www.nliquorcorp.com/doing-business-with-nlc/licensees/supplement-licenses>

Please complete the application and submit to the below email address.

Application submission or inquiries can be sent to:
corporateservices@nliquor.com

The approved permission will allow the business to set up a patio seasonally for three years subject to a new parklet application being submitted annually before the season starts for permit and billing. Fees will be charged annually as applicable.

General Requirements

- Access to the parklet must be from the sidewalk and be a 36" wide access (minimum). Where a gate is used it must swing into the parklet.
- A parklet shall be at the same grade as the sidewalk by which it is accessed or have a ramp acceptable to the inspector.
 - A ramp shall:

- Have a 1:16 slope; provided however that the inspector may approve a greater slope, not to exceed 1:12, in the sole opinion of the inspector, the 1:16 slope cannot be met.
 - be a minimum of 1.2 metres wide unless otherwise approved by the Inspector;
 - have colour contrasting and tactile indication at any slope change;
 - have a slip resistant surface; and
 - have 0.8 to 0.9 metre high graspable handrails.
- Any walls surrounding the parklet may not be greater than 4 feet in height.
- Any form of enclosure for the walls and/or roof of the parklet must be approved by the inspector and will be subject to a National Building Code review.
- No open flame or cooking appliances are permitted on the parklet.
- Portable heating devices may be permitted within a parklet subject to inspector approval.
- Lighting may be permitted within a parklet subject to inspector approval (electrical permit may be required).
- Fire hydrants located within/adjacent to a parklet must be accessible and a 3ft wide radius around the hydrant must be provided. A sign identifying the location of the hydrant should be posted on the parklet.
- A pergola, trellis, may be allowed over the parklet subject to the design and inspector approval.
- Umbrellas may be permitted within the parklet subject to inspector approval.
- Parklet Accessibility Design Conditions:
 - Current accessibility design standards prescribe a range of options as outlined by the Canadian Standards Association B651-18 (CSAB651-18) and the National Building Code of Canada, As such, parklet design must meet the conditions outlined.
 - Design within the parklet shall:
 - It is recommended to include some accessible seating options for persons using a wheeled mobility device with removable seating and a table height of 29-34 inches high, as is outlined by CSA B651-18 standards. Paths of travel leading to accessible seating options must be 62 inches wide as recommended by the CSA B651-18, to accommodate the use of wheelchairs, walkers, crutches, etc. A minimum of 36 inches wide may be approved by an inspector.