

ST. JOHN'S	PERS – 2021 Parklet Checklist *Private Land*	Planning, Engineering, & Regulatory Services
	<b>*PRIVATE LAND*</b> <b>2021 PARKLET CHECKLIST</b>	

Description	<b>SECTION 1</b>
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For applicants who wish to locate a Parklet (Outdoor Eating Area and/or Lounge) on privately owned land and are within a Commercial Zone where these Uses can be considered, a Discretionary Use application is required.

Expansion of outdoor operations is subject to Provincial Public Health and Alert Level guidelines.

Parklet Timeline: May 22 to October 31, 2021

Hours of operation: 7 a.m. to 11 p.m. daily

To Be Submitted	<b>SECTION 2</b>
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Development Application:

When applying for development approval the following two items need to be submitted:

- [Discretionary Use Application](#)
- [Discretionary Use Checklist](#)

Questions can be directed to: Lindsay Lyghtle Brushett – Supervisor of Planning & Development  
576-8285 or [llyghtlebrushett@stjohns.ca](mailto:llyghtlebrushett@stjohns.ca)

[Application to Construct Permit:](#)

When applying please provide the following information:

- Site Plan showing the proposed location of the parklet in relation to your business/store frontage along with the total area (measurements) of the space.
- Deck Construction Form (see attachment).
- Parklet Design Plan which must include the following elements:
  - Access to the parklet must be accessible and provide a 36" wide access (minimum). Where a gate is used it must swing into the parklet.
  - An emergency access point (gate) may be required depending on the location and length of the parklet.
  - Depending on the proposed location, walls surrounding the parklet may be limited to a maximum height of 4 feet. A roof/trellis may be allowed over the parklet subject to the design.
  - Fire hydrants located within/adjacent to a parklet must be accessible and a 2ft wide radius around the hydrant must be provided. A sign identifying the location of the hydrant should be posted on the parklet.
- Diagram showing table and seating locations along with all separation distances which adhere to COVID-19 requirements.
- Guidelines for inclusion and accessibility should be considered in the overall design of the parklet (see guide).
- [Electrical Permit](#) (required if any lighting/electricity is provided in the outdoor space)

Questions can be directed to: Randy Carew – Manager of Regulatory Services  
576-8569 or [rcarew@stjohns.ca](mailto:rcarew@stjohns.ca)

St. John's Regional Fire Department approval is required for all parklets. When applying please provide:

- Site Plan
- Deck Construction Form
- Parklet Design Plan

Send your request to: [fireprevention@stjohns.ca](mailto:fireprevention@stjohns.ca)

Service NL (Environmental Health): Approval from Service NL (Environmental Health) is required. When applying please provide:

- A diagram showing the proposed table and seating locations along with all separation distances which adhere to COVID-19 requirements.

Send your request to: [ehaa@gov.nl.ca](mailto:ehaa@gov.nl.ca) or call (709)729-6362

## Newfoundland Labrador Liquor Corporation Application

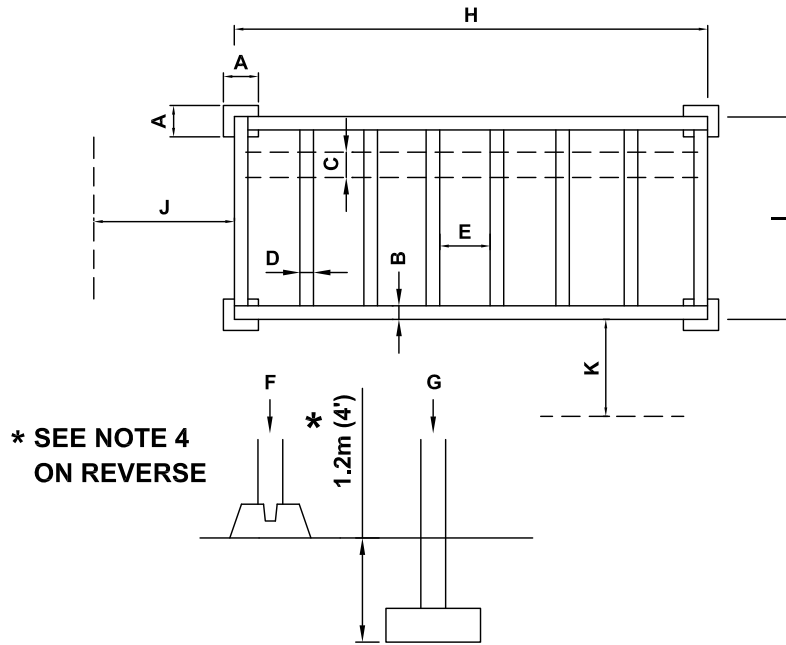
- If alcohol will be served in your outdoor area an application to NLC for a Patio or Extended Area License is required. The application can be found at: <https://www.nliquorcorp.com/doing-business-with-nlc/licensees/supplement-licenses>

Application request or questions can be sent to: [corporateservices@nliquor.com](mailto:corporateservices@nliquor.com)

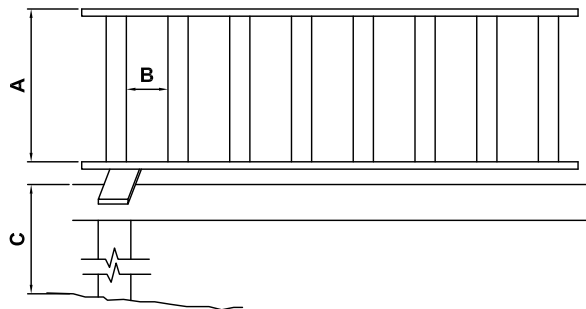
# DECK CONSTRUCTION SPECIFICATIONS

**A - POST SIZE** \_\_\_\_\_  
**B - TRIMMER SIZE** \_\_\_\_\_  
**C - DECKING SIZE** \_\_\_\_\_  
**D - JOIST SIZE** \_\_\_\_\_  
**E - JOIST SPACING** \_\_\_\_\_  
**F - FLOATING DECK** YES \_\_\_\_\_ NO \_\_\_\_\_  
**G - ATTACHED DECK** YES \_\_\_\_\_ NO \_\_\_\_\_  
**H - DECK LENGTH** \_\_\_\_\_  
**I - DECK WIDTH** \_\_\_\_\_  
**J - DISTANCE TO PROPERTY BOUNDARY** LEFT \_\_\_\_\_ RIGHT \_\_\_\_\_  
**K - DISTANCE TO PROPERTY BOUNDARY** FRONT \_\_\_\_\_ REAR \_\_\_\_\_

PROPERTY LOCATION
OWNER
FILE #
INSPECTOR



**A - GUARD HEIGHT** \_\_\_\_\_  
**B - GUARD SPACING** \_\_\_\_\_  
**C - HEIGHT OF DECK FROM GROUND** \_\_\_\_\_



MATERIALS USED IN AREA A MUST NOT FACILITATE CLIMBING (ie: LATTICE, HORIZONTAL MEMBERS, ETC.) SECTION 9.8.8.5 N.B.C.

IF "C" IS 2' - 6" (600mm - 1800mm) "A" MUST BE A MINIMUM OF 36" (900mm)  
 IF "C" IS 6' (1800 OR GREATER) "A" MUST BE MINIMUM OF 42" (1.07m)

APPLICANT'S SIGNATURE \_\_\_\_\_

## **Inclusion Tips & Resources**

The City of St. John's is committed to creating a city where people feel connected, have a sense of belonging, and are actively engaged in community life. Our staff, through collaboration with the [Inclusion Advisory Committee](#) member organizations, can support local businesses to be inclusive and welcoming to all citizens and visitors.

There are many [benefits](#) to taking steps to make your business more inclusive makes good business sense and allows you to attract and serve a larger customer base.

The following check list is a starting point for businesses looking to be more welcoming and inclusive for people of all ages, abilities, and demographics.

### **Inclusive Spaces:**

- When setting up retail/display/service spaces create wide paths/aisles (minimum 42 inches is recommended) to accommodate wheelchairs, walkers, canes, and strollers.
- When designing pathways or service spaces consider turning radius/space for mobility devices, strollers, and service carts (minimum of 60 inches is recommended)
- Create counters/service areas that are flat, stable, and low enough to provide service/access to a person using a wheelchair or who is smaller in stature.
- When setting up tables or chairs consider designating a space for wheelchair users and leave space for "parking" walkers or strollers.
- Temporary structures such as tables, chairs, planters, sandwich boards, temporary signs, display racks etc. can create major obstacles for persons with vision loss or mobility concerns and should be placed well outside paths of travel.
- Where possible create service/display areas on one level or provide access via ramps.
- Use slip resistant, high contrast nosings/markings to identify changes in level (stairs or ramps)
- If line ups are anticipated, consider having chairs available for individuals with disabilities or fatigue.
- The [Clearing Our Path](#) and [Universal Design NL](#) web based resources provide detailed overviews and guides to making spaces more inclusive and accessible to all.

### **Wayfinding, Communication, Point of Sale:**

- Use large print, non-glossy signs/menus etc. with contrasting colors that follow [clear print guidelines](#). Doing so will make your business more accessible to older adults and persons with vision loss.
- Consider use of symbols or pictograms (helpful to overcome language and literacy barriers).
- Welcome individuals using service animals with signage and water stations.

- POS machines with tap option, large print and that can be easily accessed by persons in wheelchairs.

**Want more detailed information or support?**

- Consider Coalition of Persons with Disabilities - [Disability Awareness Training](#) for staff and volunteers.
- Consider [Inclusion NL](#) training or a location accessibility review.
- [Universal Design NL](#) detailed information on creating environments and products that are usable for all people.
- [inclusion@stjohns.ca](mailto:inclusion@stjohns.ca) can help connect you with the resources/support you need.