	<b>PERS – 2022 Parklet Checklist *City Land*</b>	<b>Planning, Engineering, &amp; Regulatory Services</b>
	<p align="center"> <b>*CITY LAND*</b>  <b>2022 PARKLET CHECKLIST</b>  <b>(DOWNTOWN AND CHURCHILL SQUARE)</b> </p>	
<b>Description</b>		<b>SECTION 1</b>
<p>For applicants who wish to locate a Parklet (outdoor eating area associated with a restaurant and/or lounge) on City land, in the Downtown or Churchill Square (see attached map) and are within a zone where these Uses can be permitted, an application is required and shall be subject to applicable fees.</p> <p>Parklet Timeline: May 20 to October 31, 2022</p> <p>Hours of operation: 7 a.m. to 11 p.m. daily</p> <p>General questions can be sent to: <a href="mailto:specialevents@stjohns.ca">specialevents@stjohns.ca</a></p>		
<b>To Be Submitted</b>		<b>SECTION 2</b>
<p><b><u>Application for Permit to Construct Seasonal Parklet:</u></b>  Application for permit to construct seasonal parklet can be found here: <a href="#">Link to application</a></p> <p>When applying please provide the following information:</p> <ul style="list-style-type: none"> <li>• Site Plan showing the proposed location of the parklet in relation to the business/store frontage, along with the total area (measurements) of the space.</li> <li>• Deck Construction Form (see attachment).</li> <li>• Parklet design plan conditions: <ul style="list-style-type: none"> <li>○ Parklet length may extend the length of the building/storefront. If the neighbouring businesses approve the use of parking spaces in front of their business, further extension of the parklet may be considered by the City (written permission of neighbouring property owner must be provided).</li> <li>○ Parklet depth: The parklet depth is the of a typical parking stall, plus any additional sidewalk not used for the accessibility corridor. The maximum the deck can extend into the street is 2.4 meters from the curbs edge, unless it had been determined by the inspector a lesser amount is required for safety reasons.</li> <li>○ Parklets shall not be installed in a manner that creates site distance hazards for motorists/pedestrians.</li> <li>○ Parklets shall not be installed within 6 meters on the approach of a pedestrian cross walk and 2 meters on the non approach side, unless approved by the City's transportation Engineering Division.</li> <li>○ High visibility markers shall be placed on the outside corners of the parklet, particularly on the approach side.</li> <li>○ 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.</li> </ul> </li> </ul>		

- 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 SJRFD.
- No open flame or cooking appliances are permitted on the parklet.
- 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.
- A roof/trellis may be allowed over the parklet subject to the design and inspector approval.
- Miscellaneous equipment, such as umbrellas, are not permitted unless specially approved by the inspector.
- **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.
  - A minimum of 2 meters in width must be maintained from the face of the building to the parklet, to provide a barrier free accessible corridor. No items shall be built, stored or temporarily placed within the barrier free corridor.
  - Parklets shall not be installed in an accessible parking space, unless approved by the City's Transportation Engineering Division.
  - Design of the parklet must be flush with the sidewalk or provide an accessible ramp to access the seating area, acceptable to the inspector.
  - If a ramp is necessary, the following conditions must be met:
    - 1:16 slope as recommended by the CSA B651-18. A minimum of 1:12 slope may be approved by the inspector.
    - 47 inches wide as recommended by the CSA B651-18. A minimum of 36 inches may be approved by the inspector.
    - Color contrasting, tactile indication at slope change.
    - Slip resistant surface.
    - 34-36 inch high, graspable handrails.
  - Design within the parklet shall:
    - 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.
- A free Inclusion & Accessibility Considerations Orientation for Business Owners (approximately 30 mins in duration) is offered by the City of St. John's. To participate in an upcoming session, please email [inclusion@stjohns.ca](mailto:inclusion@stjohns.ca). The session can also be accessed at any time, online at [www.stjohns.ca](http://www.stjohns.ca).

- Diagram showing table and seating locations along with all separation distances which adhere to COVID-19 requirements if applicable.
- [Electrical Permit](#) (required if any lighting/electricity is provided in the outdoor space)
- 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.

Please submit application to: [permits@stjohns.ca](mailto:permits@stjohns.ca)

**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](mailto:fireprevention@stjohns.ca)

**Service NL (Environmental Health):**

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

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

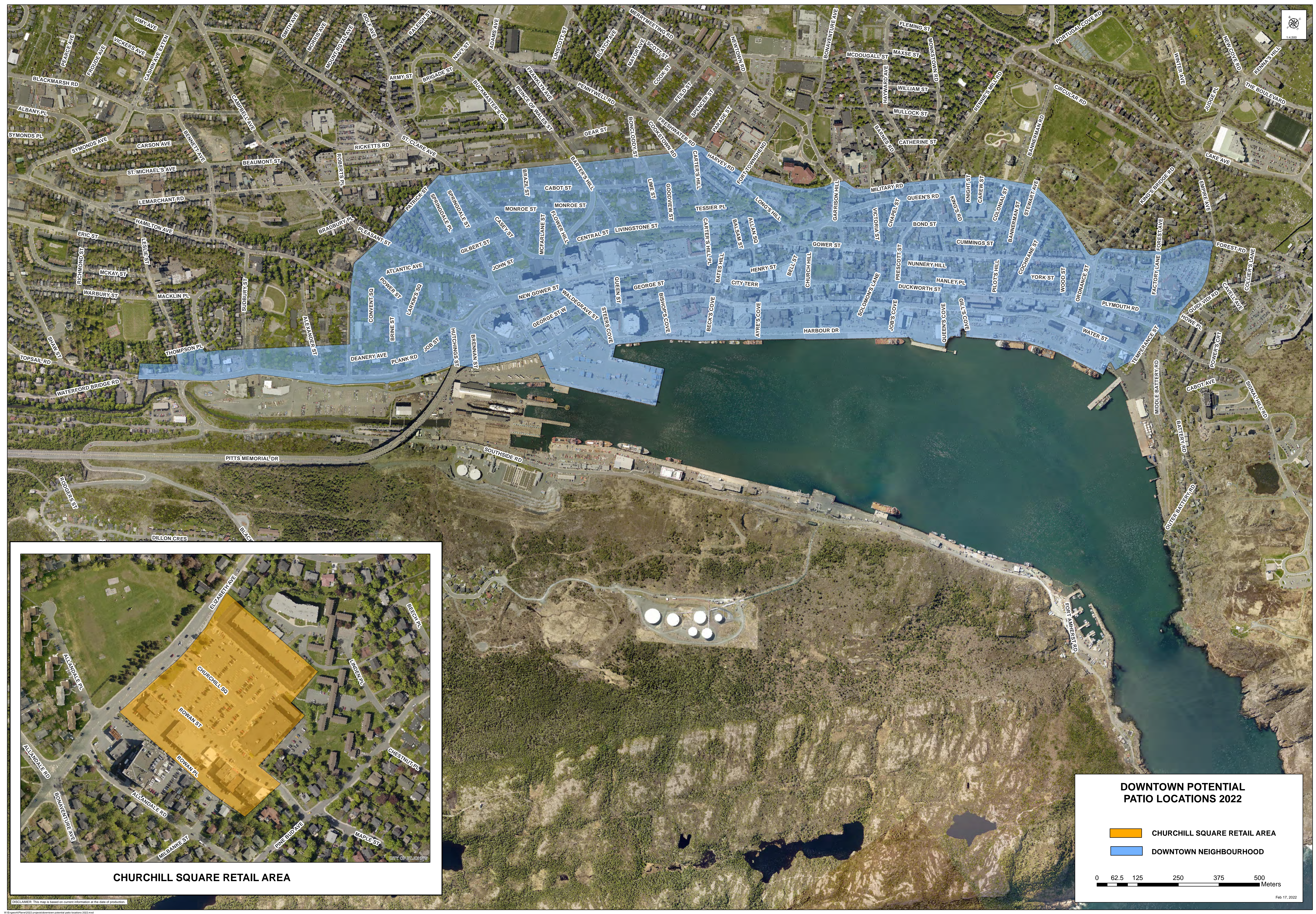
Send your request to: [ehaa@gov.nl.ca](mailto:ehaa@gov.nl.ca) or fax to 729-6362

**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.nlliquorcorp.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@nlliquor.com](mailto:corporateservices@nlliquor.com)





**DOWNTOWN POTENTIAL  
PATIO LOCATIONS 2022**

- CHURCHILL SQUARE RETAIL AREA
- DOWNTOWN NEIGHBOURHOOD

0 62.5 125 250 375 500 Meters

**CHURCHILL SQUARE RETAIL AREA**



# DECK CONSTRUCTION SPECIFICATIONS

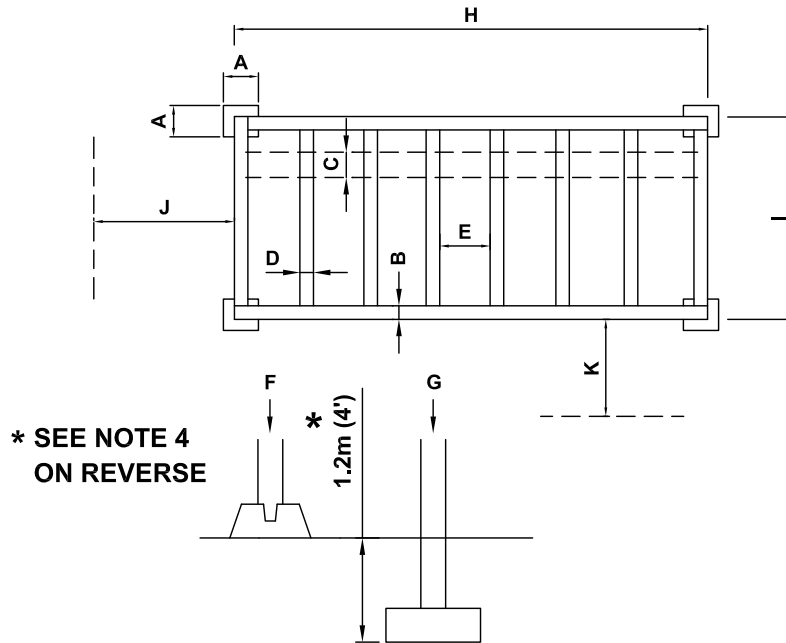
A - POST SIZE \_\_\_\_\_  
 B - TRIMMER SIZE \_\_\_\_\_  
 C - DECKING SIZE \_\_\_\_\_  
 D - JOIST SIZE \_\_\_\_\_  
 E - JOIST SPACING \_\_\_\_\_  
 F - FLOATING DECK YES \_\_\_\_\_ NO \_\_\_\_\_  
 G - ATTACHED DECK YES \_\_\_\_\_ NO \_\_\_\_\_  
 H - DECK LENGTH \_\_\_\_\_  
 I - DECK WIDTH \_\_\_\_\_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

PROPERTY LOCATION

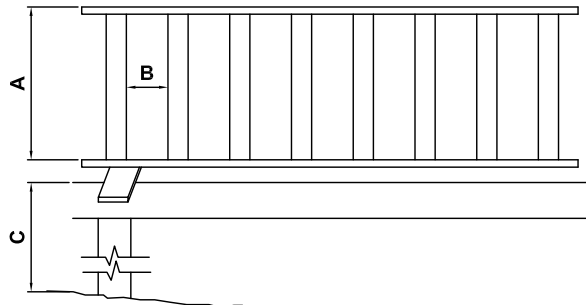
OWNER

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 \_\_\_\_\_

ST. JOHN'S

