

Date: _____

File No.: 4360-20

Parklet Permit (New)

Permit Renewal: Permit No. _____

Required Applicant Information

All submissions must include the following information. Applicant to check completed items as part of the application package:

- Complete application package signed by applicant
- Copy of business registration
- Written statement of intent outlining the proposed use of space and proposal overview
- Concept Plan(s) to include the following:
 - **Site Plan:** Detailed and scaled to show patio or parklet design, layout, site access, landscaping, buffers, and relationship to neighbouring properties.
 - **Conceptual Drawings:** Detailing form, dimensions, materials, character, and landscaping features (e.g., planters, planting beds, sidewalks).

Proposed Site Information

Civic Address (*street address of fronting business or general location*):

Lot Block

District Lot Plan

PID Roll No.

Applicant

First Name: _____ Last Name: _____

Company or Organization Name (*exactly as shown on your business registration*):

Address: City:

Province: Postal Code:

Telephone: Cell:

Email:

Parklet Application Overview

Reason for Application *(must be completed or separate Statement of Intent submitted with application)*:

Area of Proposed Parklet (in square metres):

Proof of Insurance / Existing Business Licence

Name of General Liability Insurer / Policy Underwriter:

(Insurance Certificate required to complete permit issuance: Applicants must provide proof of insurance with a minimum liability coverage of \$5,000,000. The certificate must clearly state the policy's expiry date and name the Town of Comox, located at 1809 Beaufort Avenue, Comox, BC, V9M 1R9, as an additional insured.)

Existing Town of Comox Business Licence No. (if applicable):

(Any outstanding renewals or surcharges must be paid in full prior to permit issuance)

Applicant Acknowledgement

I, _____ hereby agree to indemnify and keep harmless the Town of Comox and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said Town and its employees in consequence of and incidental to, the consideration of this application.

I hereby declare that the foregoing information is true and proper and I make this declaration knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

Signature: _____ Date: _____

Name (Please Print): _____

Collection and use of your personal information: The personal information on this form is being collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA) and will be used for the administration of the Town of Comox Parklet Licences. Should you have any questions regarding the collection or use of your personal information, please contact the Town of Comox by either email: town@comox.ca or phone: 250-339-2202.