

GUIDELINES FOR PLANTERS ON PUBLIC ROAD RIGHTS-OF-WAY

Definition and Purpose

Planters to be placed within public road rights-of-way will be considered if a number of criteria can be met, as outlined in these guidelines.

The purpose of these guidelines is to provide criteria for the review of requests for the use of public road rights-of-way (which may include sidewalks, boulevards, roadways or alleys) for the installation or placement of a planter or planters. These guidelines are primarily designed for use in the Downtown area but may be applied across the City.

It is recognized that most of the requests will be made through the Community Services Department and often are proposals to improve the aesthetics of an area by a business or community group. The intent is to allow this beautification without adversely affecting adjacent properties, vehicular access to adjacent properties, or pedestrian movements along the right-of-way. These guidelines establish reasonable conditions to ensure proposals for the use of public space are acceptable.

Required Approvals from the City of Edmonton

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| General Approval | 1. | The Transportation Department will review a proposal and define the area(s) available for use. If a proposal does not meet these Guidelines, the Transportation Department will suggest measures to make the proposal conform to the City's requirements. |
| Permission to Use the Road Right-of-Way | 2. | An On Street Construction and Maintenance (OSCAM) Permit may be required depending upon the size of the planter and how it will be installed. The applicant will be informed in writing if this Permit will be required. |

Other Required Approvals

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| Support from the Adjacent Landowner(s) | 3. | Proof of the support from the adjacent landowner may be requested by the Transportation Department prior to the installation or placement of the planter or planters. |
| Support from the Affected Community League, Business Revitalization Zone, or Business Association | 4. | The applicant may be requested to present general written support from the affected community league, business revitalization zone, and/or business association to the Transportation Department. |
| Utility Approval | 5. | All affected utility companies, Departments, and agencies will be circulated the proposal by the Transportation Department for comment if, in our opinion, any possible utility conflicts may result. Any conditions these groups may have will be incorporated into the approval for each proposal. |

Guidelines

- Planning/Design Considerations
6. All planters must meet the recommendations of the City of Edmonton's Safer Cities Initiatives in terms of public safety. A summary of these initiatives is attached for reference.
 7. The maximum footprint dimensions will be defined by the Transportation Department for each proposal, taking into consideration all requirements identified in these Guidelines.
 8. All planters must be free standing unless written permission is produced indicating the planter can be attached to an adjacent building or structure. Planters may be attached to a municipal or utility facility with the facility "owner's" approval.
 9. Planters and the plants within them must be a maximum of 1.05 metres high. If the planter and plants will exceed this height, the sightline restrictions (see attachments) will apply (see also Location guidelines listed below and on Page 3).
- Unobstructed Sidewalk Width
10. A minimum amount of clearance is required to allow for the safe, unobstructed movement of able-bodied and/or handicapped pedestrians. Clearance is defined as the distance between all items existing on the sidewalk, such as poles, trees, hydrants, kiosks, benches, sidewalk cafe license areas, garbage enclosures, approved newspaper box locations, parking meters, etc. The required clearance varies with the average pedestrian volume in an area, as follows:
 - minimal volumes: minimum 1.5 metres;
most residential & industrial locations
 - medium volumes: minimum 2.5 metres;
most commercial areas, near schools
 - high volumes: minimum 3.0 metres;
Downtown, Old StrathconaThe Transportation Department, at its discretion, can require additional clearance or reduce clearances on a location by location basis.
- Liability Insurance
11. The applicant will be required to maintain General Liability Insurance as a condition of the approval (minimum of one million dollars coverage). This requirement can be met through the issuance of a Partners in Parks agreement from the Community Services Department.
- Location
12. Planters should not interfere with traffic signage, parking meters, or access into or out of a vehicle. Adequate room must be left for vehicle doors to open without being obstructed by a planter.

Guidelines (continued)

13. Planters are not permitted where a service grate or other utility access point exists. Hydrants and Emergency Response Department fire connections must be unobstructed and accessible at all times.
 14. Planters will not be permitted in locations which, in the opinion of the Transportation Department, may obstruct sightlines at an intersection, or may cause any operational or safety problems on a public right-of-way including legally permitted curb crossings.
- General Restrictions
15. The planter(s) cannot be designed or intended to convey a commercial advertising message in any way.
 16. The planter must be of a general benefit to the immediate area and the neighbourhood, and cannot be solely installed for the benefit of an individual business, group, or person.
 17. The planter must accommodate any development or redevelopment of the adjacent land(s). Once a Building Permit has been issued, the Transportation Department may direct that the planter must be relocated, and/or temporarily or permanently removed.
 18. The planter must be designed to allow for temporary or permanent removal or relocation upon 7 days notice. The Transportation Department will endeavour to provide information concerning the removal/relocation requirement as far in advance as possible.
- Maintenance Requirements
19. The planter must be maintained in a clean, sanitary, and safe condition and in good repair. This responsibility includes repair caused by vandalism. Any damage, graffiti, or other necessary repairs to the planter must be completed when notified by the Transportation Department. The repairs must be done diligently and in a workmanlike manner (preferably within 48 hours).

Note: The Transportation Department reserves the right to request the removal and/or relocation of any or all planters placed within road right-of-way or walkway lots as we deem necessary.

Prepared by: Right-of-Way Management Section
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Transportation Department
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