

SIDEWALK CAFÉ PERMIT APPLICATION

All of the following information is necessary to facilitate a thorough and timely evaluation and decision on your application. All materials submitted must be clear, legible and precise. **Only applications that are complete will be accepted.**

A Applicant/Owner Information			
1	Applicant is the: <input type="checkbox"/> Landowner <input type="checkbox"/> Authorized Agent of the owner <input type="checkbox"/> Tenant who has been given permission from the registered landowner(s) of the below noted property to make the attached application for a Sidewalk Café Permit		
2	Applicant Information		
	Last Name:	First Name:	
	Contact Name (if different from above):		Email:
	Mailing Address	Telephone:	Cell Ph.:
	City:	Prov.:	Postal Code:

B Sidewalk Cafe Information			
3	Municipal Address (address of approved business):		
4	Legal Description of business location: Plan No. _____ Block _____ Lot(s) _____		
5	Legal Business Name (corporate registry):	City of Edmonton Business License number:	
6	Type of Outdoor Café proposed: MINOR: <input type="checkbox"/> MAJOR: <input type="checkbox"/>	Number of Sidewalk Café Seats:	Is alcohol being served? YES <input type="checkbox"/> NO <input type="checkbox"/>

C Applicant Declaration	
I confirm by my signature below that the information contained in this application, including plans and details, is to my knowledge, true and complete.	
Date: _____	Signature: _____

Office Use Only:	
City File #: _____	Building Permit Required? <input type="checkbox"/> Yes <input type="checkbox"/> No
To develop/ renew a <input type="checkbox"/> Minor Sidewalk Café / <input type="checkbox"/> Major Sidewalk Café, accessory to an approved _____ Establishment (<i>Business name</i>). (<i>staff must identify the approved Use Class as per the Zoning Bylaw</i>)	
Does this business have a valid Development Permit <input type="checkbox"/> YES <input type="checkbox"/> NO Statutory Plan Overlay: _____	
Reviewed by: _____	Date (MM/DD/YY): _____

Information on this application is being collected in accordance with section 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. It will be used for administrative purposes and to assess your application. Information collected on this form may be made public as allowed by legislation, and may be shared as required with other public bodies such as **Alberta Health Services, Edmonton Police Services and/or the Alberta Gaming and Liquor Commission**. **If you have any questions, please contact a Service Advisor** at the Edmonton Service Centre at [780-442-5054](tel:780-442-5054).

Sidewalk Café Permit Information

What is a Sidewalk Café?

Sidewalk Café versus Outdoor Patio – An Outdoor Patio is an open or partially covered seating area with table services that is operated *on private property*. **An application for an outdoor patio is handled through the standard Development Permit process and NOT through the Sidewalk Café Permit process.**

A **Sidewalk Café** is an extension of the use of a licenced restaurant, specialty food service, bar and neighbourhood pub, or similar business with additional seating being provided **onto a designated area within the adjacent public road right of way**. This includes sidewalks, boulevards, roadways and alleyways. There are 2 types of Sidewalk Café Permits – Minor and Major.

A **Minor Sidewalk Café** allows a maximum of 8 seats located adjacent to the building, or closer to the curb with adequate setbacks. **No alcohol is permitted within the Minor Sidewalk Café.**

A **Major Sidewalk Café** allows for more than 8 seats and alcoholic beverages are permitted. If alcohol is being served, the Café area must meet all requirements as set out by the Alberta Gaming and Liquor Commission (AGLC). In addition, a **Sidewalk Café Licence** (legal agreement) is required between the applicant and the City of Edmonton as part of the application process for a Major Sidewalk Café Permit. Consideration of these types of sidewalk cafes will be reviewed by the Transportation department as a component of the application.

A **Boardwalk-style Sidewalk Café** is a sub-type of a Major Sidewalk Café. A Boardwalk-style Sidewalk Café requires the occupation of City curbside parking spaces by a platform structure to create an alternate pedestrian walkway. The applicant may incur additional costs associated with the removal of any City infrastructure such as parking meters, parking signage, waste receptacles, etc., to accommodate this type of Sidewalk Café.

Applicants should be aware that operating a business prior to approval of necessary permits may result in refusal of the Sidewalk Café permit due to concerns regarding incompatible Uses.

Sidewalk Café Application Requirements

The **Sidewalk Café Checklist**, which identifies the drawings and detailed information required for the Side Walk Café Permit application, **must be completed** and submitted to:

DEVELOPMENT SERVICES (Edmonton Tower)
2nd floor 10111 – 104 avenue NW, Edmonton, AB T5J 0J4

For Major Sidewalk Cafés, a **Sidewalk Café License Agreement** is required and additional information may be requested.

If a new awning, canopy or deck is planned, or attachment to the adjacent building is proposed, a combination Development and Building Permit Application shall be submitted, along with the application for a Sidewalk Café Permit.

Should you have any questions regarding development application requirements, please contact a representative at our **Customer Information Centre at 311** or if outside **Edmonton 780-442-5311**.

Sidewalk Café Checklist

INFORMATION AND DRAWINGS REQUIRED FOR A SIDEWALK CAFÉ PERMIT (Minor and Major)

All of the following information is necessary to facilitate a thorough and timely evaluation and decision on your application. All materials submitted must be clear, legible and precise. **Only complete applications will be accepted.**

Plans submitted should be to a professional drafting standard (rough sketches are not acceptable) in order to ensure that your application is processed accurately and in a timely manner.

OFFICE	APPLICANT SUBMISSION REQUIREMENTS	
<input type="checkbox"/>	<input type="checkbox"/>	1. APPLICATION FEE
<input type="checkbox"/>	<input type="checkbox"/>	2. CONFIRMATION OF VALID CITY OF EDMONTON BUSINESS LICENCE
<input type="checkbox"/>	<input type="checkbox"/>	3. PROOF OF LIABILITY INSURANCE - Minor can provide letter from insurance company stating coverage added to existing – A Major must obtain a separate policy a minimum of \$2,000,000
<input type="checkbox"/>	<input type="checkbox"/>	4. COLOUR PHOTOGRAPHS of the business street frontage (showing adjacent businesses)
<input type="checkbox"/>	<input type="checkbox"/>	5. SITE PLAN – See example site plan and corresponding site plan details
<input type="checkbox"/>	<input type="checkbox"/>	a) Dimensions of the sidewalk café area and setback measurements from the curb
<input type="checkbox"/>	<input type="checkbox"/>	b) Identify any City fire connections, infrastructure within or nearby the proposed Sidewalk Café area such as parking meters and bus stops, trees/landscaping, tree grates or any other notable obstructions. (Refer to Fire Rescue Services standard drawings for information pertaining fire connections.)
<input type="checkbox"/>	<input type="checkbox"/>	c) If any City infrastructure or landscaping is identified, provide setback measurements from these objects to the edge of the proposed sidewalk café
<input type="checkbox"/>	<input type="checkbox"/>	d) Identify a North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	e) Table and seating plan layout and label the total number of seats
<input type="checkbox"/>	<input type="checkbox"/>	f) Label the municipal address and Street and/or Avenue in front of Sidewalk Café
<input type="checkbox"/>	<input type="checkbox"/>	6. INFORMATION ON MATERIALS BEING USED
<input type="checkbox"/>	<input type="checkbox"/>	a) Description/details and measurements regarding tables, chairs, umbrellas, fencing, signs, lighting and heating elements
<input type="checkbox"/>	<input type="checkbox"/>	7. OTHER AGENCY REQUIREMENTS – FOR APPLICANTS INFORMATION ONLY
	<input type="checkbox"/>	Food Handling Permit from Alberta Health Services (Both)
	<input type="checkbox"/>	Liquor Licence from Alberta Gaming and Liquor Commission (Major)

Applicant's signature is confirmation that all required information has been provided and is correct.

_____ APPLICANT'S SIGNATURE	_____ DATE
_____ PLEASE PRINT NAME	_____ PHONE
Office Use Only	
_____ CHECKLIST REVIEWED BY	_____ DATE
_____ PLEASE PRINT NAME	_____ PROJECT NO: