

SIDEWALK CAFÉ APPLICATION CHECKLIST



CITY OF
FORT SASKATCHEWAN

INFORMATION AND PLAN REQUIRED FOR SIDEWALK CAFÉ PERMIT (Operation year-round)

When applying for your Sidewalk Café Permit, you can schedule a pre-application meeting with our staff for any assistance. Please ensure that you submit the following items

OFFICE	APPLICANT SUBMISSION REQUIREMENTS (No Application Fee)	
<input type="checkbox"/>	<input type="checkbox"/>	1. Sidewalk Café Application Checklist and Permit Application
<input type="checkbox"/>	<input type="checkbox"/>	2. Proof of Liability Insurance- Certificate of Insurance listing the City of Fort Saskatchewan as an additional insured, and a minimum \$2,000,000.00 Commercial General Liability
<input type="checkbox"/>	<input type="checkbox"/>	3. Proposed Site Plan - printed on 8.5 x 11” or 11 x 17” paper
	<input type="checkbox"/>	Label the municipal address and street and/or avenue in front of sidewalk café
	<input type="checkbox"/>	Dimensions of proposed sidewalk café area with setbacks from the curb for clear pedestrian travel
	<input type="checkbox"/>	Proposed seating plan layout including the number of tables and seating
	<input type="checkbox"/>	Description/details of tables and seating
	<input type="checkbox"/>	*Dimensions of proposed enclosure dimensions if required
	<input type="checkbox"/>	*Dimensions of proposed temporary sidewalk deck if required
		*Additional Documents upon Conditional Approval
<input type="checkbox"/>	<input type="checkbox"/>	Proof of Food Handling Permit from Alberta Health Services
<input type="checkbox"/>	<input type="checkbox"/>	Proof of Liquor License from Alberta Gaming, Liquor and Cannabis- If eating & drinking establishment serves liquor

***A proof of Food Handling Permit issued from Alberta Health Services (AHS) and Liquor License (if liquor is served) issued from Alberta Gaming, Liquor and Cannabis (AGLC) to be provided upon conditional approval.**

****Sidewalk café permit will need to be renewed every year. Any alterations to an existing sidewalk set up will require a new Sidewalk Café Permit.**

Refer to Sidewalk Café Guidelines available on City’s website at fortsask.ca/sidewalkcafeguidelines.pdf

Should you have any questions regarding the application please contact Planning & Development at 780-992-6198

Or fortplanning@fortsask.ca

****Incomplete submissions cannot be processed****

Signature

Date

Checked by: _____



CITY OF FORT SASKATCHEWAN

APPLICATION #

SIDEWALK CAFÉ PERMIT APPLICATION

BUSINESS LICENSE #: _____

MUNICIPAL ADDRESS: _____

LEGAL DESCRIPTION: LOT(S) _____ BLOCK _____ PLAN _____ OTHER _____

APPLICANT NAME: _____

ADDRESS: _____ CITY/PROVINCE: _____

POSTAL CODE: _____ EMAIL ADDRESS: _____

PHONE: _____ CELL: _____ FAX: _____

APPLICANT INTEREST (IF NOT THE OWNER) CONTRACTOR AGENT OTHER _____

OWNER NAME: _____

ADDRESS: _____ CITY/PROVINCE: _____

POSTAL CODE: _____ EMAIL ADDRESS: _____

PHONE: _____ CELL: _____ FAX: _____

PROPOSED SIDEWALK CAFÉ: (Check All Applicable Boxes)

SIDEWALK CAFÉ– DESCRIPTION: _____

SIDEWALK CAFÉ WITH ENCLOSURE – DESCRIPTION: _____

SIDEWALK CAFÉ WITH DECKING – DESCRIPTION: _____

I/We hereby declare that I am / we are I / we represent the owner(s) of the property in which the development identified in this application will be conducted in accordance to the plans submitted and upon approval, will adhere to the conditions of approval. **I/We further declare that I/we WILL NOTIFY the Planning & Development Department of any proposed changes to the plans submitted with this application.**

Signature of Applicant

Date

Signature of Owner
(if not the applicant)

Date

Date Received:	_____
Date Application Deemed Complete:	_____
Land Use District:	_____
Tax Roll Number:	_____
Construction Water	\$ _____

IMPORTANT NOTICE: This Application does not permit you to commence any development until an approved permit has been issued.

NOTE: This personal information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIPP) and will be used in relation this permit. It will be treated in accordance with the privacy protection provisions of Part 2 of the FOIPP Act. If you have any questions about the collection, please contact the City of Fort Saskatchewan FOIPP Coordinator at 780-992-6236.

Planning & Development
10005 – 102 Street, Fort Saskatchewan, AB, T8L 2C5 – Ph: 780.992.6198 fortplanning@fortsask.ca
www.fortsask.ca