

SUBMISSION CHECKLIST

Sidewalk Café

When applying for your Sidewalk Café Permit, you can schedule a pre-application meeting with our staff for any assistance. Please complete the application form(s) to the best of your ability. If we have questions about your submission, we will contact you during the initial review. For further assistance, contact Planning & Development at 780-992-6198.

Refer to the Sidewalk Café Guidelines, available at fortsask.ca/SidewalkCafes.

Sidewalk Café Permits will need to be renewed every year. Any alterations to an existing sidewalk setup will require a new Sidewalk Café Permit.

Applicant Submission Requirements (No Application Fee)

- ☐ Sidewalk Café Application Checklist and Permit Application
- ☐ 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 Liability.
- ☐ Proposed Site Plan – Printed on 8.5 x 11” or 11 x 17” paper. Must include:
 - Label the municipal address and street and/or avenue in front of Sidewalk Café
 - Dimensions of proposed Sidewalk Café area with setbacks from the curb for clear pedestrian travel
 - Proposed seating plan layout, including the number of tables and seating
 - Description/details of tables and seating
 - Dimensions of proposed enclosure dimensions, if required
 - Dimensions of proposed temporary sidewalk deck, if required

Additional Documents upon Conditional Approval*

- ☐ Proof of Food Handling Permit from Alberta Health Services
- ☐ Proof of Liquor License from Alberta Gaming, Liquor and Cannabis – if eating & drinking establishment serves liquor

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

Incomplete submissions will not be processed

PERMIT APPLICATION

Sidewalk Café

Planning & Development
10002 105 St Fort Saskatchewan AB T8L 2C5
780-992-6198 / Fortplanning@fortsask.ca

APPLICATION #:

Business License #: _____

Municipal Address: _____

Legal Description: _____

Lot(s): _____ Block: _____ Plan: _____ Other: _____

Applicant Name: _____

Address: _____ City/Province: _____ Postal Code: _____

Email Address: _____

Phone #: _____ Cell #: _____

Proposed Sidewalk Café: Check all applicable boxes

☐ Sidewalk Café – Description: _____

☐ Sidewalk Café with Enclosure – Description: _____

☐ Sidewalk Café with Decking – Description: _____

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

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 applicant)

Date

OFFICE USE ONLY

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