



Vending Permit No. _____

Application Date: _____

APPLICATION FOR SIDEWALK CAFÉS or PARKING PATIOS

PLEASE NOTE: Incomplete applications will slow the processing of your application and operation of your Sidewalk Café or Parking Patio, which cannot proceed without the approval of the Town. **Would you please contact the Planning Department if you have questions or concerns at 780-849-8000?**

1. CONTACT INFORMATION:

Applicant: _____

Address: _____

Town/City: _____ Province: _____ Postal Code: _____

Phone: _____ Fax: _____ Cell/Alternate: _____

Email: _____

 (If Different Than Applicant)

Landowner: _____

Address: _____

Town/City: _____ Province: _____ Postal Code: _____

Phone: _____ Fax: _____ Cell/Alternate: _____

Email: _____

2. PROPERTY:

Civic Address of Vending Site: _____

Legal Description: Lot _____ Block _____ Plan _____ or, _____ - _____ - _____ - _____ - W5

Land Use District: _____ Tax Roll #: _____ Qtr. Sec. Twp. Rge. Mer.

The personal information is being collected under the authority of s. 4(c) of the Protection of Privacy Act and will be used for administering the affairs of the Town of Slave Lake and provision of services. Information related to your permit application and/or any permit(s) issued may be disclosed as allowed or required by law. If you have any questions about the collection, contact the Town of Slave Lake Access of Information and Protection of Privacy Coordinator.

Landowner's Name (printed)

Landowner's Signature

Date

Applicant's Name (printed)

Applicant's Signature

Date

3. CONSENT TO ELECTRONIC NOTIFICATION:

- ☐ I consent to receive documents from the Planning Department by electronic means and have provided the following e-mail address to be used by the Town for that purpose.

E-mail address to be used: _____

Applicant's Name (printed)

Applicant's Signature

Date

4. APPLICATION DETAILS:

A **Vending Site** is the location or site where a Sidewalk Sale, Vending Cart, Sidewalk Café, or Parking Patio will be approved to be established and operate from.

1. Please **Select** the type of **Vending Site** you desire (i.e., Sidewalk Café or Parking Patio). _____
2. Please advise when the Vending Site will be established (i.e., date). _____
3. What is the name of the street the Vending Site will be located? _____
4. Please advise the distance in meters (feet) that the Vending Site will extend over/onto the Town's boulevard (i.e., sidewalks and curb) and over/onto the on-street parking _____
5. If this application is for a Parking Patio, please advise what material the Parking Patio will be constructed of _____

6. Please provide a detailed **Site Plan** (drawing) as follows:

- **For Sidewalk Cafés**, the Site Plan shall illustrate the location of the Vending Site desired, the dimensions of the Café, entrance/exit points to the Café, the dimensions of the area maintained for pedestrians utilizing the public sidewalk, the placement of items that are to be used in the Café (i.e., tables, chairs, umbrellas, plantings, refuse containers, floor mounted menus, ropes, fences, railings, gates if applicable, heaters, etc.). The Site Plan should also include the color and architectural finishes of the Café. The Site Plan shall also show any infrastructure within 10 feet of the Café (i.e., light poles, benches, fire hydrants, cross walks, etc.).
- **For Parking Patios**, the Site Plan shall illustrate the location of the Vending Site desired, the dimensions of the Patio, the dimension of the area maintained for pedestrians utilizing the public sidewalk, the entrance/exits to the Patio, the placement of items that are to be used in the Patio (i.e., tables, chairs, umbrellas, plantings, refuse containers, floor mounted menus, fences, railings, gates if applicable, heaters, etc.). The Site Plan should also include the color and architectural finishes. The Site Plan shall also show any infrastructure within 10 feet of the Patio (i.e., light poles, benches, fire hydrants, cross walks, etc.). Finally, the Site Plan shall provide an elevation of the patio in relation to the on-street parking stalls and the adjacent sidewalk. The aim of the elevation drawing, and final construction is to ensure that the Parking Patio extends over the Parking stalls and the sidewalk in a manner that prevents or minimizes potential trip hazards.

For examples of Site Plans please refer to the Guidelines for Vending on Public Lands.

5. CONDITIONS AND REQUIREMENTS:

1. All applications for a Vending Site (i.e., Sidewalk Sales, Vending Carts, Sidewalk Cafés, or Parking Patios) are evaluated on a **first come, first served basis**. Pedestrian flow of traffic is given a priority in the Municipal review.
2. Location of the Vending Site shall be based on the following criteria:
 - a. There shall be no loading zone, accessibility ramp, or cross walks at the curb.
 - b. There shall be a minimum of 3.0 m (10 ft.) between any portion of an approved Vending Site and the curb return (i.e., corner or intersection of streets).
 - c. Vending Sites shall not be located where visibility to vehicle or pedestrian traffic safety is deemed to be an issue by the Town.
 - d. A minimum clear passageway of not less than 1.5 m (5 ft.) for pedestrians shall be maintained and free of any physical obstructions such as utility poles, fire hydrants, trees, temporary signs, sandwich boards, benches, or garbage receptacles. Tree grates must be in good condition and flush to the sidewalk surface if they are located within the 1.5 m passageway or within the Vending Site.
 - e. Vending Sites shall not be used in such a way as would restrict or interfere with the ingress or egress of the adjacent property owner or constitute an obstruction to adequate access by emergency services or sanitary vehicles.
 - f. Sidewalk Cafés and Parking Patios are subject to regulations in the Land Use Bylaw.

3. **SIDEWALK CAFÉS AND PARKING PATIOS:**

- a. Will be approved on a **seasonal basis only, from April 1st to October 15th**. Applicants will be required to re-apply annually.
- b. Are limited to **operation between the hours of 7 am and 10 pm** and are not permitted to operate from 10 pm to 7 am.
- c. Will only be permitted to applicable existing businesses within the Town.
- d. There shall be **no permanent modifications made to the public right of way** (i.e., sidewalk, boulevard, or street). The applicant is liable for all loss, costs, damages, and expenses whatsoever incurred or suffered by the Town for the operation of Sidewalk Cafés, and Parking Patios.
- e. Must be maintained in a **tidy, clean, and sanitary condition**. Dirt, refuse, or debris shall not be permitted to accumulate at a Vending Site. The Town reserves the right to refuse renewal for Sidewalk Cafés and Parking Patios that are not maintained in an attractive and safe condition.
- f. **All items** associated with any Vending Site that may be **affected by the wind must be properly anchored** with sandbags or concrete blocks (i.e., temporary anchoring). All items that are only temporarily anchored must be removed from the Vending Site at the close of business each day. For Parking Patios, where possible, items that may be affected by wind must be permanently anchored to the patio. Those items that are permanently anchored to the Parking Patio may remain when the business is closed for the day. At no time may items associated with a Vending Site be tied or anchored to street furniture (i.e., benches, utility cabinets, light standards, fire hydrants, etc.) or greenery (i.e., trees, shrubs, etc.).
- g. The temporary placement of pop-up tents, gazebos, or shade structures will be permitted on a temporary basis (i.e., day use only), must be properly anchored, and must be removed at the close of business each day.
- h. Portable propane heaters or tabletop fire pits may be approved for a Vending Site. The device must meet the regulations outlined by the Town and **must be approved under the issuance of a Vending Permit**. Patio heaters and tabletop fire pits must be certified by the CSA, ULC or other recognized certification body. Patio Heaters and tabletop fire pits and the placement of them must follow the criteria below and the site plan submitted with the application should indicate the following:
 - Fire extinguishers must be located in the Vending Site and must be easily accessible.
 - Patio heaters and tabletop fire pits are allowed in outdoor areas only.
 - Patio heaters and tabletop fire pits are positioned in compliance with manufacturers' instructions for required clearances above, around and underneath the heaters and fire pits.
 - Patio heaters and tabletop fire pits do not obstruct doors, fire exits or firefighting equipment, such as fire extinguishers, fire hydrants or fire department connections, and are properly distanced from building air intakes.
 - Required distancing is maintained from combustible materials such as umbrellas, awnings, walls, tablecloths, paper products, decorations, etc.
 - Patio heaters and tabletop fire pits are placed on a level, stable hard surface, not grass or an uneven surface, to avoid being knocked over.
 - Patio heaters and tabletop fire pits are not positioned near the edge of an elevated platform.
- i. **Insurance** - minimum liability insurance of \$2,000,000 is required for each approved Sidewalk Cafe, or Parking Patio.

- j. Theft - the Town of Slave Lake assumes no responsibility for any theft of property owned by the Vendor.
 - k. Licenses - all Vendors shall be required to obtain a Business License under the Town's Business License Bylaw.
 - l. Indemnification - the Vendor shall indemnify and save the Town harmless of all activities undertaken by the Vendor.
 - m. Special Events and Festivals - unless otherwise determined by the Town, an individual licensed for a Sidewalk Cafe, or Parking Patio shall also have authority to provide vending services at that site during special events.
 - n. Legislation - the Vendor must abide by all laws and regulations; bylaws and resolutions governing the vending operation and must satisfy all levels of government.
 - o. Policy Compliance - the Town reserves the right to withdraw Vendor privileges at any location for failure to meet one or more of the requirements outlined in the Vending on Public Lands Policy.
 - p. Vending Permits – all Vendors shall be required to obtain a Vending Permit approving the location and operation of the Vending Site.
4. All Items associated with an approved Sidewalk Café or Parking Patio must be removed at the end of the season (i.e., no later than October 15th).
 5. Sidewalk Cafés and Parking Patios must provide barrier free access to the public sidewalk and to the Café or Patio. A minimum of 1.5 m (3.3 ft.) of the public sidewalk must remain free of any obstructions (See 2d above).
 6. The area of a Sidewalk Café and Parking Patio shall not exceed the width of the store front of the associated business and in the case of Parking Patios cannot extend beyond the depth of the on-street parking stalls.
 7. Sidewalk Cafés that are developed within 1.0 m (3.3 ft.) of the adjacent building (i.e., storefront of the associated business), will not be required to enclose the Café; otherwise, the Café must be enclosed with a rope, rail, or fence.
 8. Where a Sidewalk Café utilizes the entire sidewalk width, a temporary boardwalk/walkway for pedestrians to walk around the Café shall be provided. The boardwalk/walkway shall be a minimum of 1.0 m (3.3 ft.) in width and cannot be obstructed at any time. Boardwalk/walkway must be developed at least 1.0 m (3.3 ft.) from a lane of traffic and must be enclosed with a rail or fence.
 9. All Parking Patios shall provide a platform/deck surface that is level with the curb and sidewalk with no more than 1.27 cm (1/2") change in the elevation between the Patio space and the existing curb and sidewalk.
 10. Parking Patios must be setback 1.0 m (3.3 ft.) from a lane of traffic and must be enclosed with either a fence or a rail and all entrances/exits into the Patio must be placed such that they provide direct access to the sidewalk. Access to the Patio shall not be obstructed by furniture, signs, or any other item.

11. All lighting provided for Sidewalk Cafés and Parking Patios shall be directed away from residential areas, other properties, and streets.
12. Parking Patios must be designed in a manner that prevents the accumulation of food debris and garbage beneath the structure. The structure must also allow for appropriate street drainage and shall not obstruct the overland flow of stormwater.
13. The applicant must permit representatives of the Town of Slave Lake Operations (i.e., public works, utilities), and Community Services departments to enter the Sidewalk Café or Parking Patio for the purpose of installation, maintenance and repair of pipes, cables, wires, poles, trees, and other municipal installations. The cost of restoration is to be the responsibility of the owner of Sidewalk Café or Parking Patio.
14. Live or amplified music is permitted within a Sidewalk Café and Parking Patio; however, the playing of music must conform to the Town of Slave Lake's Community Standards Bylaw. Further, the playing of music must be conducted in a respectful manner ensuring that adjacent businesses and homes, patrons, pedestrians, and drivers of motor vehicles are not negatively impacted by the volume of the music. Further, the music must not pose a distraction for drivers of motor vehicles. Negative impacts of the music also include the lyrical content of the music, and as such, the music must not contain profane, lude or sexually explicit language. No music videos, digital and/or video display will be permitted.
15. The Sidewalk Café or Parking Patio owner cannot use any part of the Sidewalk Café or Parking Patio for any other use at any time (i.e., parking, advertising signs, etc.) other than what has been approved in the Vending Permit issued for the Sidewalk Café or Parking Patio.
16. Only food and beverages prepared and served from the abutting associated eating or drinking establishment (i.e., associated business) are permitted. No outdoor food or drink preparation or service facilities are permitted within the Sidewalk Café or Parking Patio.
17. The facilities of the abutting and associated eating or drinking establishments (i.e., restaurant, café, pub, bar, etc.) must provide food preparation, garbage storage and washrooms satisfactory to Alberta Health Services. Drinking Establishments must provide whatever is required of the Alberta Gaming, Liquor and Cannabis Commission (AGLC).
18. Sidewalk Cafés and Parking Patios must be licensed by all Federal, Provincial and Municipal authorities.
19. The maximum seating capacity of the Sidewalk Café or Parking Patio is to be determined by the Planning Department. Cafés and Patios that serve alcohol, will be subject to seating capacity approval by the Alberta Gaming, Liquor and Cannabis Commission (AGLC).
20. A Sandwich Board Sign may be placed adjacent to the Sidewalk Café or Parking Patio, however, cannot be placed within the area for public access or on or within a temporary boardwalk/walkway if required.
21. Sidewalk Cafés and Parking Patios must conform to the Land Use Bylaw.
22. The Town maintains the right to remove any poorly maintained structures associated with a Sidewalk Café or Parking Patio, at the owner/operator's expense.