



## Municipality of Jasper

### Temporary Sidewalk Seating / Retail Area Extension Permit Application Guide

#### Step 1

Before you submit your application, you must:

- Contact the property owner, identify any concerns and ensure they support your application;
- Contact any neighbours that may be affected, identify their concerns and ensure they support your application; and
- Ensure that you are in compliance with any Federal or Provincial regulations, e.g. Alberta Health Services, Alberta Gaming, Liquor and Cannabis.

**NOTE:** Boardwalks cannot encroach onto neighbouring property lines unless you've confirmed and documented support for the proposal (in the form of a signed letter). A general letter of support for your application can be used and signed by multiple parties (landlord and neighbours).

#### Step 2

Submit your application to the Municipality of Jasper via email ([bylaw@town.jasper.ab.ca](mailto:bylaw@town.jasper.ab.ca)). Please make sure to include:

- Proof of \$5 million liability insurance, with the Municipality of Jasper listed as an additional insured party;
- Proof of neighbours' (if applicable) and property owner's support, in the form of a signed letter;
- Site plan showing existing façade, property line, **existing** and proposed sidewalk seating or Retail Area, any sidewalk re-routing and the type, dimensions & placement of any concrete safety barriers.

#### NOTE:

Temporary Sidewalk Seating/Retail Area Extensions Applications received from businesses that are intending to use the parking lane for sitting patrons or placing displays must have the following:

- Concrete Safety barriers along the width and length of the section of parking lane being used.
- Concrete Safety barriers must be placed no more than 1.21metres apart
- Any gaps between the Concrete Safety Barriers must have fences/railing installed to prevent people from walking into the driving lane.
- Sidewalk Curbs bordering the Sidewalk Seating/Retail Area Extensions must be marked with warning tape or similar.

Temporary Sidewalk Seating/Retail Area Extensions Applications received from businesses on Connaught Dr. that are intending to use the parking lane for a sidewalk bypass come with an added safety requirement of a concrete safety barrier placed before the boardwalk.

The cost of purchase and placement of the Concrete Safety barrier or the marking of curbs will be borne by the applicant



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**Step 3**

Upon approval by the Municipality of Jasper, you will receive your permit detailing expiry dates, fees and terms and conditions. Please sign the permit, return a copy to the Bylaw Enforcement Service and pay the fee at the Administration Office. Once these steps are completed, you will be able to commence with installation.

**Step 4**

After the patio/retail area is installed and before you open it to the public, please call to arrange for a final inspection (780-852-5514 or [bylaw@town.jasper.ab.ca](mailto:bylaw@town.jasper.ab.ca)). Once the inspection is completed and successful, you will be able to start using the area.

**Step 5**

On October 16<sup>th</sup>, 2020 the patio/retail area extensions must be removed, and the area returned to its original state. Once done please call the Bylaw Enforcement Service to arrange for a street inspection.

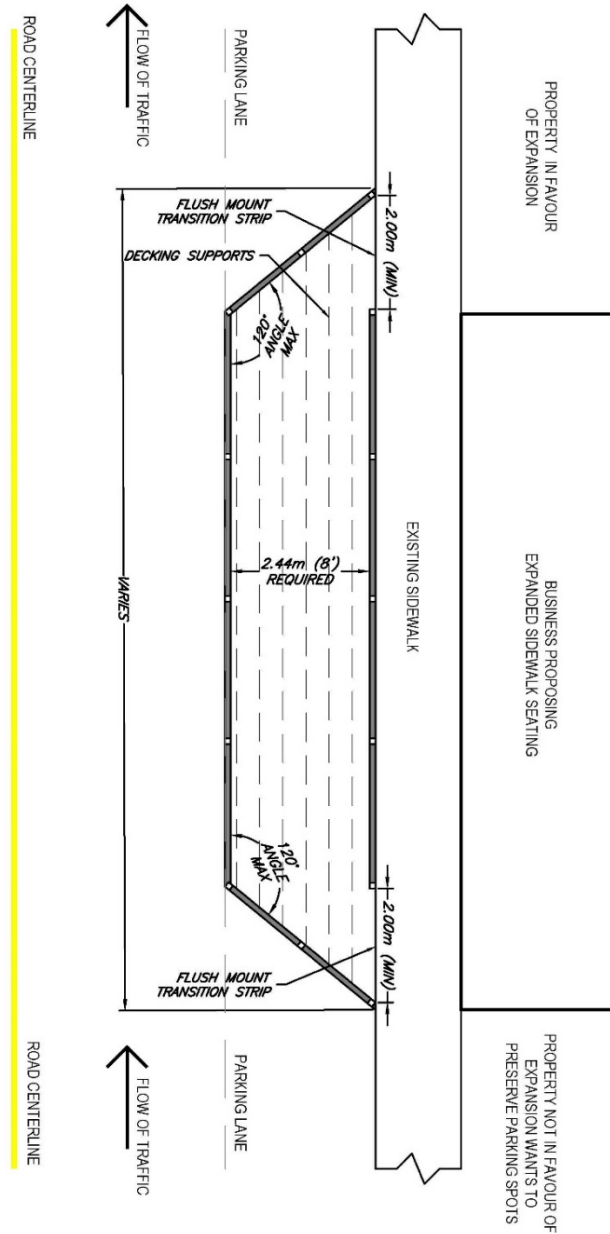


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**Appendix A – Boardwalk Specifications**

**NOTES:**

1. ALL MATERIALS MUST BE SCREWED FLUSH OR COUNTER SUNK.
2. TRANSITION GAP (10mm or 3/8") FROM CURB TO BOARDWALK MUST BE SMOOTH AND FREE OF TRIPPING HAZARDS.
3. PARTITION MUST CONTAIN PRESSURE TREATED LATTICE.
4. PARTITION POSTS MAY HAVE DECORATIVE TOPS.
5. THERE CANNOT BE ANY ADDITIONS TO THE BOARDWALK, SUCH AS FLOWER POTS, HANGERS, ADVERTISING BANNERS, ETC.
6. BOARDWALK MUST NOT IMPEDE STORM WATER FROM FLOWING DOWN THE STREET.
7. PILOT PROJECT ONLY APPROVED FOR 2020. MUST BE REMOVED BY 16 OCT 2020.



	<b>BOARDWALK DETAIL</b>	STANDARD DETAILS	
		SCALE: N.T.S.	
		DATE: 2020/06/04	
		STD. DWG NO.	J-01



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