

Temporary Sidewalk Cafes

Temporary Sidewalk Café Requirements

Temporary Sidewalk cafés shall:

1. only be considered for businesses fronting Lakeshore Drive located between 50th Street and 46th Street;
2. be temporary in nature and only allowed during periods where Lakeshore Drive has been closed along the frontage of their business;
3. be permanently removed by September 5, 2022, unless otherwise approved by the Town. The Town however may terminate any temporary sidewalk café permissions upon 24 hours notice;
4. not be allowed to encroach on the roadway and must be fully located on the sidewalk;
5. not extend beyond the façade width of the business, unless otherwise approved by the Town;
6. be enclosed with a 1.0m tall barrier that should be decorative in nature (railing, fence, planters, etc.) and defines the café space. This barrier shall meet the requirements of Alberta Gaming and Liquor Commission (AGLC), if alcohol is to be served within the café area;
7. be designed, and all furnishings placed, so as to ensure patrons and servers have adequate space to move around safely and comfortably;
8. maintain a minimum 1.5 m clear path to the entrance of the business for access and egress purposes;
9. placed as to not interfere with pedestrian crossing areas, fire hydrant access, or any other municipal or utility infrastructure deemed necessary to be accessed by the Town;
10. not have any cooking or food and drink preparation within the sidewalk café;

In addition:

- if liquor is to be served, the applicant must receive approval from the Alberta Gaming and Liquor Commission;
- the use of the temporary sidewalk café shall comply with the Community Standards Bylaw at all times;
- the business owner is expected to maintain the café area and furniture in a clean and hygienic manner, and be responsible to secure or store the café furniture and barriers when not in use;
- no café furniture, such as tables or chairs, shall be secured to the pavement, trees, or public street furnishings;
- server greeting stations may be permitted within the café area but shall not be secured to the pavement;
- no signage is permitted as part of a sidewalk café. This includes any signage suspended or attached to the barrier enclosing the café. As an exception, a menu board or A-board sign will be permitted for each café, preferably located at the entrance to the café;
- only businesses with valid Town of Sylvan Lake Business Licenses shall be allowed to operate a sidewalk café;
- smoking shall be prohibited on all Temporary Sidewalk Cafés; and
- ramps from the sidewalk to the roadway shall be required to ensure public accessibility is provided around any sidewalk café.

Temporary Sidewalk Cafes

Temporary Sidewalk Café Application Requirements

Applications for Temporary Sidewalk Cafés must include:

- ☐ a completed application and agreement form
- ☐ a site plan showing:
 - the adjacent building façade and/or any existing patios
 - the location of all existing doorways or exits fronting onto the sidewalk
 - the proposed location of the café including all tables and chairs
 - any Town infrastructure including trees, benches, garbage cans, fire hydrants, etc.
 - the dimensions of the proposed café, including the length and depth
 - the total number of proposed seats clearly written on the plan
- ☐ Specifications of the proposed barrier design and materials. An image or drawing should be included.
- ☐ Proof of insurance, with the Town of Sylvan Lake listed as an additional insured party, and a minimum \$2 million in liability

For more information please contact:

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TEMPORARY SIDEWALK CAFE APPLICATION

Planning and Development Department | 5012 48 Avenue | Sylvan Lake, AB T4S 1G6 | T: 403.864.5557 | E: planning@sylvanlake.ca

1. APPLICANT INFORMATION

Applicant: _____ Telephone: _____
Mailing Address: _____ City: _____ Province: _____ Postal Code: _____
Email Address: _____

2. BUSINESS INFORMATION

Business Name: _____
Business Owner: _____ Business License Number: _____
Business Address: _____ Lot: _____ Block: _____ Plan: _____
Will alcohol be served on the Temporary Sidewalk Cafe? ☐ Yes ☐ No
I agree to receive electronic notification: ☐ Yes ☐ No

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for Temporary Sidewalk Cafe approval.

Signature of Business Owner: _____ Date: _____
Print Name: _____

Application Requirements

- ☐ A completed application form
- ☐ Specifications of the proposed barrier design and materials. An image or drawing should be included
- ☐ Proof of insurance, with the Town of Sylvan Lake listed as an additional insured party, and a minimum of \$2 million in liability coverage
- ☐ A Site Plan showing:
 - ☐ the adjacent building facade and/or any existing patios
 - ☐ the location of all doorways or exits fronting onto the sidewalk
 - ☐ the proposed location of the Temporary Sidewalk Cafe, including all tables and chairs
 - ☐ any Town infrastructure including trees, benches, garbage cans, fire hydrants, etc.
 - ☐ the dimensions of the proposed cafe, including the length and depth
 - ☐ the total number of proposed seats clearly written on the plan

Important Information:

- Failure to complete the application form or supply the required information may cause delays in application processing.
- Notwithstanding the approval of this application, the Town does not assume responsibility that the plans and specifications as filed comply with the Safety Codes Act and Regulations, and the granting of this permit shall in no way relieve the owner of the building or the constructor thereof from complying with the requirements of the Safety Codes Act and Regulations, and any relevant Town Bylaws or Provincial or Federal Statutes or Regulations in force.

OFFICE USE ONLY

Date Received: _____ Date Received Completed: _____
Tax Roll No.: _____