



Planning & Development Services

580 First Street SE
Medicine Hat, Alberta T1A 8E6

Phone: 403.529.8374

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SIDEWALK PATIO/OUTDOOR CAFÉ ON PRIVATE PROPERTY

CHECKLIST

INFORMATION REQUIRED FOR A DEVELOPMENT PERMIT

Office	Applicant	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	1. CURRENT COPY OF THE CERTIFICATE OF TITLE (No older than 3 months)
<input type="checkbox"/>	<input type="checkbox"/>	2. OWNER AUTHORIZATION (if the applicant is not the owner)
<input type="checkbox"/>	<input type="checkbox"/>	3. APPLICATION FEE
<input type="checkbox"/>	<input type="checkbox"/>	4. ELEVATION DRAWINGS (1 sets) – to scale and dimensioned (min. scale 1:50) <ul style="list-style-type: none"> • Exterior of proposed outdoor patio • Description of exterior finishing materials of patio, and railings • Dimensioned height from grade on each elevation
<input type="checkbox"/>	<input type="checkbox"/>	5. SITE PLANS (2 sets) – to scale and dimensioned (min. scale 1:500) showing: <ul style="list-style-type: none"> • North Arrow • Municipal Address • Dimensions of patio and location of seating • Legal Description (Lot, Block, Plan) • Property Lines • Location of parking stalls • Front, side and rear setbacks of patio from property lines and buildings • Location of outdoor storage areas and method of screening • Utility rights-of-way • Location of Road Right-of-Way and public sidewalk

The Development Authority may require additional material, such as environmental studies, considered necessary to properly evaluate the proposed development. Normally an application will be completed if the material outlined above is provided.

Please note the approvals from Alberta Gaming and Liquor Commission and Alberta Health Services may also be required.

Note: A building permit may also be required for a sidewalk patio/outdoor café.

Please identify and provide additional information if required. Attach a separate sheet if necessary.



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SIDEWALK PATIO/OUTDOOR CAFÉ PRIVATE PROPERTY AND ROAD RIGHT-OF-WAY (ROW) CHECKLIST

INFORMATION REQUIRED FOR DEVELOPMENT PERMIT APPROVAL AND APPROVAL UNDER BYLAW NO. 1556 "STREETS BYLAW"

NOTE: This type of application is for both a Development Permit as well as approval under the Bylaw No. 1556 "Streets Bylaw"

Office	Applicant	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	1. CURRENT COPY OF THE CERTIFICATE OF TITLE (No older than 3 months)
<input type="checkbox"/>	<input type="checkbox"/>	2. OWNER AUTHORIZATION (if the applicant is not the owner)
<input type="checkbox"/>	<input type="checkbox"/>	3. APPLICATION FEE
<input type="checkbox"/>	<input type="checkbox"/>	4. TEMPORARY TRAFFIC CONTROL (TTC) REQUEST FORM
<input type="checkbox"/>	<input type="checkbox"/>	5. ELEVATION DRAWINGS (1 sets) – to scale and dimensioned (min. scale 1:50) <ul style="list-style-type: none"> • Exterior of proposed outdoor patio • Description of exterior finishing materials of patio, and railings • Dimensioned height from grade on each elevation
<input type="checkbox"/>	<input type="checkbox"/>	6. SITE PLANS (2 sets) – to scale and dimensioned (min. scale 1:500) showing: <ul style="list-style-type: none"> • North Arrow • Municipal Address • Dimensions of patio and location of seating • Legal Description (Lot, Block, Plan) • Property Lines • Location of parking stalls • Front, side and rear setbacks of patio from property lines and buildings • Location of outdoor storage areas and method of screening • Utility rights-of-way • Location of Road Right-of-Way and public sidewalk

The Development Authority may require additional material, such as environmental studies, considered necessary to properly evaluate the proposed development. Normally an application will be completed if the material outlined above is provided.

Please note the approvals from the Alberta Gaming and Liquor Commission and Alberta Health Services may also be required.

COMMERCIAL: SIDEWALK PATIO/OUTDOOR CAFÉ LOCATED ON A PUBLIC SIDEWALK OR ROADWAY
INFORMATION REQUIRED FOR CIRCULATION

Office	Applicant	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	1. CURRENT COPY OF THE CERTIFICATE OF TITLE (No older than 3 months)
<input type="checkbox"/>	<input type="checkbox"/>	2. BUSINESS OWNER AUTHORIZATION (if the applicant is not the business owner)
<input type="checkbox"/>	<input type="checkbox"/>	3. APPLICATION FEE
<input type="checkbox"/>	<input type="checkbox"/>	4. COMPLETED TEMPORARY TRAFFIC CONTROL REQUEST FORM
<input type="checkbox"/>	<input type="checkbox"/>	5. ELEVATION DRAWINGS (1 sets) – to scale and dimensioned (min. scale 1:50) <ul style="list-style-type: none"> • Exterior of proposed outdoor patio • Description of exterior finishing materials of patio, railings, and dimensioned height from grade on each elevation
<input type="checkbox"/>	<input type="checkbox"/>	6. SITE PLANS (2 sets) – to scale and dimensioned (min. scale 1:500) showing: <ul style="list-style-type: none"> • North Arrow • Municipal Address • Dimensions of patio and location of seating • Legal Description (Lot, Block, Plan) • Property Lines • Front, side and rear setbacks of patio from property lines and buildings • Location of Road Right of Way and public sidewalk

Additional information may be considered necessary to properly evaluate the proposed development. Normally an application will be complete if the material outlined above is provided.

Please note that approvals from the Alberta Gaming and Liquor Commission and Alberta Health Services may also be required.

Note: In addition to approval under the Streets Bylaw (Bylaw #1556), a building permit may also be required for a sidewalk patio/outdoor café.

Please identify and provide additional information if required. Attach a separate sheet if necessary.

This concurrence shall not in any way relieve an Applicant from the responsibility of complying with the provisions of any other Bylaw of the City of Medicine Hat, any superior federal or provincial legislation, or any encumbrance, instrument, covenant or agreement affecting the development of a sidewalk patio.

Applicant's Signature: _____ Date: _____
(Confirming that all required information has been provided and is correct.)

Received and checked by: _____ Date: _____

Office Use Only

Reviewed by:	Date:
Comments:	

