



Seasonal Outdoor Patio Application

Applicant/Business Information:

(Note: this information must match information on appropriate Business License)

Applicant/Business Owner's name: _____

Business name: _____

Business Address: _____

Applicant's Business phone #: _____

Applicant's City of Leduc Business License #: _____

Primary Business Activity: _____ (e.g. restaurant, pub, café, etc.)

Property Owner Information *(only fill out this section if different from Applicant above):*

Property owner name: _____

Property owner phone number: _____

Property owner mailing address: _____

Patio Information:

Desired Patio Set-up date: _____ (not before April 15)

Desired Patio Break-down date: _____ (not after October 15)

Description of Patio's intended use(s), including maximum # of occupants:

Will you be serving alcohol at any time on your patio? (Check one) Yes _____ No _____

If yes, Applicants are required to obtain an extension to their AGLC license through the AGLC prior to serving alcohol on the patio. Applicant shall be in full compliance with AGLC requirements.

Patio Design Options:

Each patio application will be evaluated on a case-by-case basis by the City before a License of Occupation is issued. Patio applications will be evaluated on a number of factors, including the patio's proposed location, design, accessibility to the general public (including wheelchair access), and mitigation of any safety concerns. Filling out this application does not guarantee permission to operate a patio. A License of Occupation will be provided to the Applicant if all requirements can be satisfied.

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Patio areas can generally be arranged or constructed in one of three ways, as described below. In any of these options, the Applicant is fully responsible for the set-up, operation, costs and liability associated with owning and operating a patio.

Patio Option 1 - Sidewalk Furniture Only:

- Patio Option 1 generally includes the use of furniture normally associated with outdoor seating areas (e.g., tables, chairs, umbrellas, etc.) that are placed directly on the public sidewalk and adjacent to the business establishment. This can also include a portable/temporary railing system, such as chain or rope & post system. There must be 1.5 meters of clearance along any public walkway for use at all times by pedestrians, strollers, wheelchairs, etc. to easily traverse around the patio area.

Patio Option 2 - Constructed Parking Stall Patio:

- Patio Option 2 generally includes a constructed deck and railing system within the public right of way, and the public (e.g., pedestrians, wheelchairs, strollers, etc.) are able to utilize the sidewalk normally, or be safely and conveniently routed around the patio area. This system may utilize public parking stalls and/or sidewalk areas directly abutting the business establishment, but must not impede vehicular traffic or emergency access. A pathway for normal surface drainage must be provided.

Patio Option 3 - Outdoor Furniture on Public Property:

- Patio Option 3 allows the placement of furniture normally associated with outdoor seating areas (e.g., picnic tables, benches, etc.) on public property adjacent to the business establishment. Users may include members of the general public and shall not be limited to the patrons of the business operating the patio.

I am applying for (check all that apply):

- Patio Option 1
- Patio Option 2
- Patio Option 3

The following items must be submitted before a License of Occupation can be approved:

- This application, filled out and signed by the Applicant.
- Written permission from the property owner (if different from Applicant). This is not required for Patio Option 3.
- A site plan showing the proposed patio area, with the placement and dimensions railing system (please ensure to describe length, width, height) and railing system style (for example, write: '*portable post/chain railing system*'). The drawing(s) should show the business's building, sidewalk, street and any nearby obstructions (e.g., trees, streetlights, planting areas, furnishings), with a dedicated minimum clearance area for public pedestrians, as well as any patio entrance area(s).
- For Patio Option 2, the plan should also depict any proposed constructed elements (e.g., deck, railings, ramps, drainage channels, etc.). The plan should also describe the height of any proposed railing systems, decks, and/or ramps. Please describe all dimensions (length, width, height) and materials for all constructed elements.
- Proof of insurance. As per the License of Occupation, insurance must include:



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- a. *comprehensive general liability insurance with insurable limits of not less than \$2,000,000.00 for each occurrence or incident;*
 - b. *comprehensive general liability insurance covering all risks associated with the use and occupation of the Seasonal Outdoor Patio area by the Licensee, its agents, employees, invitees or contractors including, without limitation, extended coverage, coverage for public liability, and such other coverage and in such amounts as the City may reasonably require;*
 - c. *such policies shall name the City as an additional loss payable with respect to the Seasonal Outdoor Patio area; and*
 - d. *such policies of insurance shall contain an undertaking by the insurers to notify the City in writing of any material change, cancellation or termination of any provision of any policy not less than thirty (30) days prior to the material change, cancellation or termination thereof.*
- If patio area extends directly in front of another property and/or business, written permission for this extension from adjacent property owners and tenants.

This application will be circulated to all relevant City departments for review prior to any approvals or a License of Occupation being issued. More information may be requested by City staff, on a case-by-case basis, in order to process your application.

Applicant's name: _____

Applicant signature: _____

Date: _____