

## APPLICATION TYPE

New Sidewalk Café

New Parking Patio

Renew Sidewalk Café

Renew Parking Patio

## APPLICATION CHECKLIST

Completed Application Form

Site Plan

Liability Insurance

(for at least \$2,000,000 naming the City of Saskatoon as the additional insured.)

## BUSINESS INFORMATION

Business Trading Name: \_\_\_\_\_

Corporation Name (if applicable): \_\_\_\_\_

Business Owner / Contact: \_\_\_\_\_  
First Name Middle Initial Last Name

Business Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Business/Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Do you presently hold a valid City of Saskatoon Commercial Business License? Yes No

## APPLICATION INFORMATION

(a) Operational dates: \_\_\_\_\_ to \_\_\_\_\_

(b) Will the operating hours of the outdoor seating area differ from those of the business? Yes No

(c) Will alcohol be served outdoors? Yes No

(d) Dimensions of the Sidewalk Café or Parking Patio: \_\_\_\_\_

(e) Outdoor seating capacity: \_\_\_\_\_

(f) Seating area accessed by (describe ramp slope, gate width, etc.): \_\_\_\_\_

(g) Fencing (type, material, height, board spacing): \_\_\_\_\_

(h) Furniture installation (type, material, dimensions): \_\_\_\_\_

(i) Landscaping features (type, placement): \_\_\_\_\_

(j) Will the seating area be located over an electrical vault? Yes No

(k) Will permanent signs be placed within the Sidewalk Café or Parking Patio? Yes No

### FOR OFFICE USE ONLY:

Updated: October 2021

Zoning Designation: \_\_\_\_\_ Business Improvement District: \_\_\_\_\_

Business ID: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**For Parking Patios:**

- (i) How many parking spaces (typically 2.4m by 6.7m) will be utilized? \_\_\_\_\_
- (ii) Decking or platform (type, material, height, footings): \_\_\_\_\_  
\_\_\_\_\_
- (iii) Traffic safety measures (barriers, reflectors): \_\_\_\_\_  
\_\_\_\_\_

Prior to approval, applicants must pay in advance the temporary reservation parking fee. The cost breakdown per stall is \$14.40 per day for the first 30 days, followed by a reduction to \$12.96 per stall per day for subsequent months.

**SITE & ELEVATION PLAN**

Please provide a site and elevation plan, drawn to scale, which shows the dimensions of the proposed Sidewalk Café and/or Parking Patio. Include the proposed placement of all traffic safety measures, planters, tables, chairs, and fences.

The plan should show the location of nearby utility poles, hydrants, bus shelters, bus stops, parking meters, etc. The site plan **MUST** show a clear pedestrian passageway of at least 2.0 meters. An elevation plan is required to show the height of all fencing and furniture.

**The application for a Sidewalk Café or Parking Patio License will not be accepted until a proper plan is submitted.**

**DECLARATION OF OWNER / APPLICANT**

I agree to abide by all laws and regulations, bylaws and resolutions governing the sidewalk café or parking patio operation and must satisfy all levels of government agencies.

I also agree to save the City harmless of all activities undertaken by the sidewalk café or parking patio operation.

I understand the City reserves the right to withdraw use of Public Right of Way privileges at any location for failure to meet one or more of the regulations.

I hereby certify that all the above statements contained within this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of *The Canada Evidence Act*.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**THE PROCESS**

Forward the completed application along with necessary plans to:

City of Saskatoon, Community Standards,  
City Hall, 3<sup>rd</sup> Floor – 222 3<sup>rd</sup> Avenue North,  
Saskatoon, SK S7K 0J5

Contact us during regular business hours:  
Monday – Friday from 8:00a.m. – 5:00p.m.  
(306)975-2760

Alternatively, you can email your complete application to [business.license@saskatoon.ca](mailto:business.license@saskatoon.ca) or by fax to (306)975-7712.

Business License Program staff will review your application for compliance with the Sidewalk Café and Parking Patio Guidelines. As part of the process, your application will be referred to the following agencies for their approval:

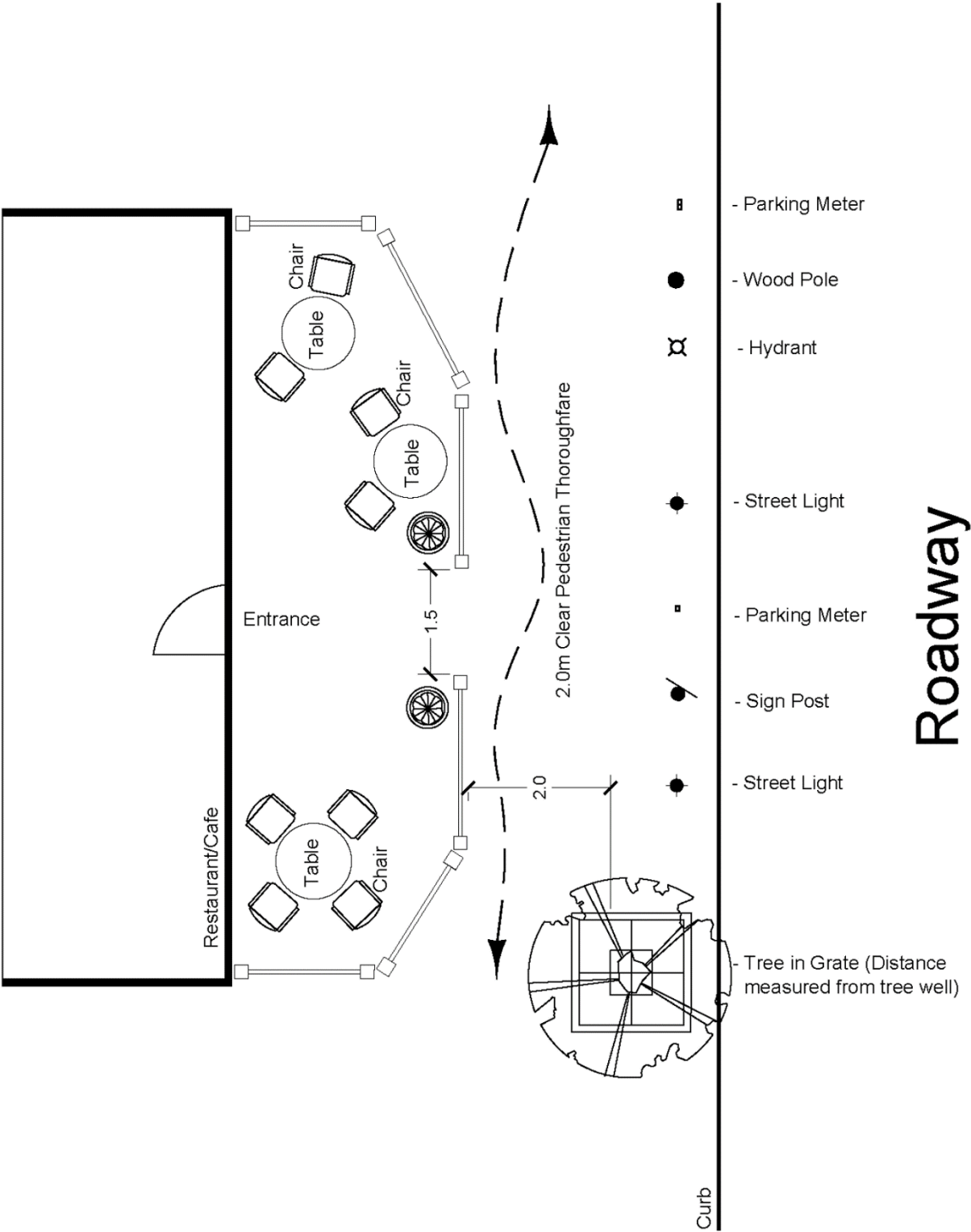
1. Saskatchewan Health Authority
2. Saskatoon Police Services
3. Saskatoon Fire Department
4. Internal City of Saskatoon Departments

If applicable, your application will also be forwarded to Saskatchewan Liquor and Gaming Authority, Saskatoon Light & Power, and the applicable Business Improvement District.

If there are any questions or additional information required, our department will contact you. Once your application is approved, you will receive written confirmation and your license by email. Being granted a City of Saskatoon Sidewalk Café or Parking Patio license does not relieve the applicant from complying with all Municipal Bylaws or Provincial and Federal legislation.



SAMPLE SIDEWALK CAFÉ SITE PLAN



SAMPLE PARKING PATIO SITE PLAN

