City of Moose Jaw

Business Extension Permit Application for Sidewalk Patios, Parking Patios and Seasonal Boardwalks

Date of Application: _____

Application Type

Check off all that apply:
☐ Sidewalk Patio
☐ Parking Patio
☐ Seasonal Boardwalk

Season:
☐ Summer (April 1st to October 31st)
☐ Winter (November 1st to March 31st)
Note: Only Sidewalk Patios are eligible for the winter season

Business Information

Business Name: _____

Corporation Name (if available): _____

Business Owner/Contact: _____
Last *First* *Middle*

Address: _____
Street Address *Unit #*

_____
City *Province* *Postal Code*

Contact Phone: _____ Email: _____

Business Extension Information

1. Do you presently hold a valid City of Moose Jaw Commercial Business License? ☐ YES ☐ NO

2. Do you hold a minimum $5,000,000 liability insurance for the business extension operation? ☐ YES ☐ NO
Note: Proof of liability insurance must list the City as an additional insured and must show a minimum of $5,000,000 liability. The liability must indemnify the City safe and harmless from any and all claims of injury to persons or damage to property attributable, in whole or in part, to the existence, location and operation of the commercial activity in the public right-of-way.

3. Will your business operate for the full season? ☐ YES ☐ NO

   If no, please provide a start and end date: _____ _____
   Start date *End date*

4. Will the business extension extend beyond the frontage of the business? ☐ YES ☐ NO
   If yes, written approval from the affected property owner(s) must be obtained and submitted with this application.

5. Will alcohol be served on the sidewalk or parking patio? ☐ YES ☐ NO
   If yes, approval to serve alcohol in the business extension must be obtained from the Saskatchewan Liquor and Gaming Authority.

6. Will food be cooked/prepared outside on the sidewalk or parking patio? ☐ YES ☐ NO

7. Dimensions of the business extension: _____
Note: The dimensions of a standard parallel parking stall are 6.75m (22ft) by 2.135m (7ft). For parking patios and seasonal boardwalks, please ensure plans do not exceed these measurements for each parallel parking stall used.

8. Outdoor seating capacity: _____

9. Fencing (describe type, material, including height of fence): _____

10. Furniture installation (describe type, material and dimensions): _____

_____

11. Landscaping features (describe type, material): _____

_____

12. Will temporary heaters be used? ☐ YES ☐ NO

If yes, please specific the type of heater: _____

13. Will tents and/or wind barriers be used? ☐ YES ☐ NO

If yes, please specific the type of tent or wind barrier, material and dimensions: _____

_____

Additional Information for Parking Patios and Seasonal Boardwalks

Not applicable for sidewalk patios.

14. How many parking stalls are you proposing to use? _____

15. What type of parking stall are you proposing to use? ☐ Angled ☐ Parallel

16. If constructing a deck or platform, describe type, material and dimensions: _____

_____

_____

17. Describe what traffic calming and safety measures are being taken (ie. traffic barriers, traffic glow posts, fencing):
Note: Parking patios or seasonal boardwalks must have traffic barriers, traffic glow posts and fencing.

_____

_____

Site and Elevation Plan

Please provide a site and elevation plan, drawn to scale, which shows the dimensions of the proposed Sidewalk Patio, Parking Patio and/or Seasonal Boardwalk. Include the placement of all traffic calming and safety measure (ie. traffic posts and concrete barriers) and proposed placement of accessories such as planters, tables, chairs and fence.

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 passage way a minimum of 1.5 metres. An elevation plan is required to show the height of all fencing and furniture. An example site plan is provided on page 4 of this application.

The application will not be accepted until a proper plan is submitted.

Checklist

An application is not complete until all relevant information is provided. Please check off the following information if it has been provided with this application:

- ☐ Site and Elevation Plan
- ☐ Proof of Insurance
- ☐ Current photos of the existing property and proposed location
- ☐ Written approval from neighbouring property owners. *(Only applicable for businesses proposing to operate beyond the frontage of their property)*

Declaration of Owner/Applicant

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

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

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

I hereby declare that the information contained within this application is true to the best of my knowledge.

I hereby acknowledge that it is my responsibility to ensure compliance with any applicable municipal bylaws, provincial or federal acts and regulations.

I acknowledge that submitting this application does not constitute an approval. I further understand that it is an offence under City Bylaws to start construction or change the use of a business extension without an approved permit.

Signature of Applicant: _____ Date: _____

The Process

Forward the completed application to:
City of Moose Jaw, Planning and Development Department
City Hall, 3rd Floor – 228 Main Street North
Moose Jaw SK S6H 3J8

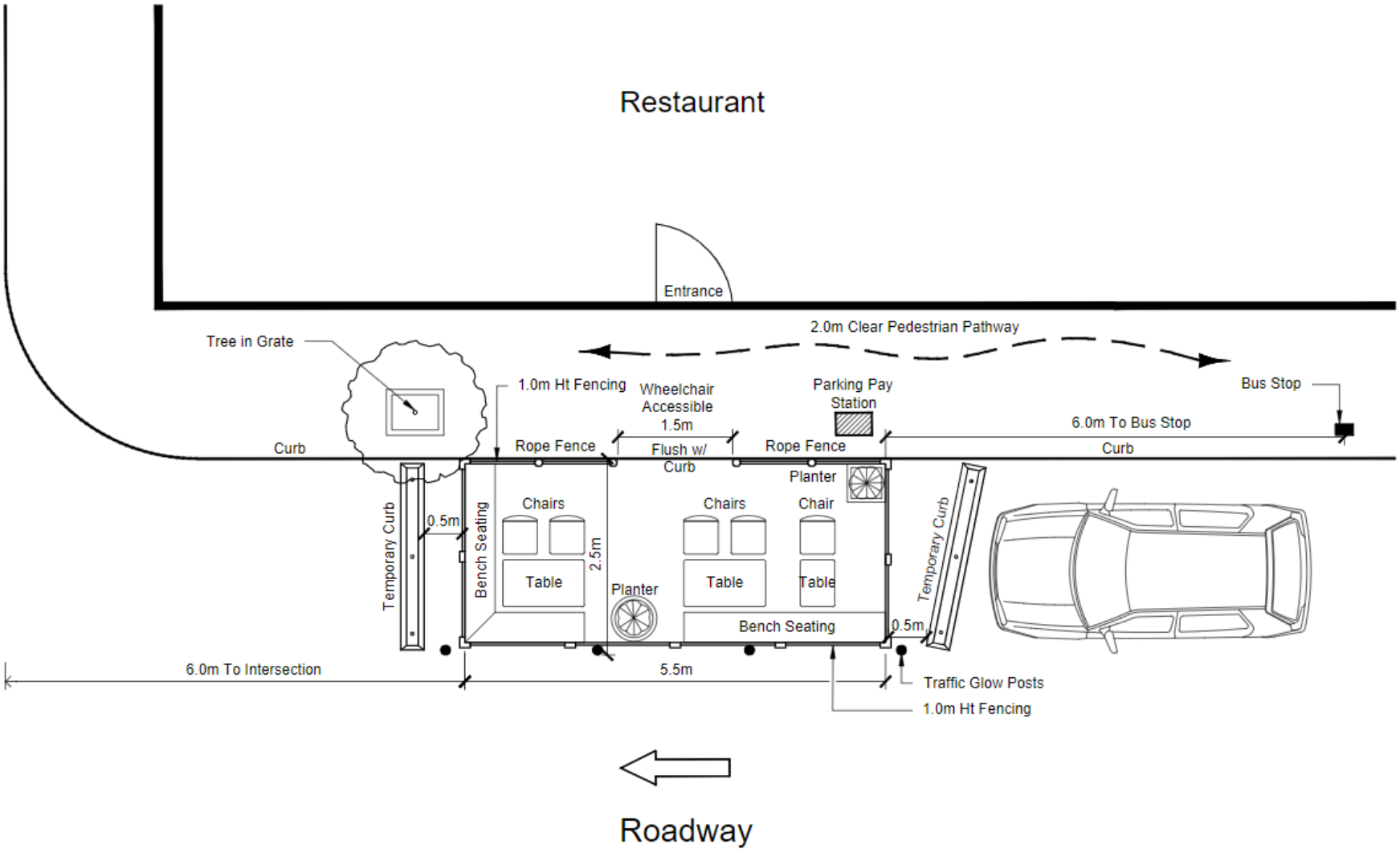
OR

Email your completed application to:
planning@moosejaw.ca

Contact us during regular business hours:
Monday – Friday from 8:15a.m. to 5:00p.m.
(306) 694-4443

City Administration will review your application for compliance with the Extension of Business for Sidewalk, Boulevard and Parking Stall Policy and Bylaw No. 5346. As part of the process, your application will be referred to relevant agencies.

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 mail. Being granted a City of Moose Jaw Business Extension Permit does not relieve the applicant from complying with all Municipal Bylaws or Provincial and Federal Legislation.



DRAFT
Parking Patio
Site Plan

Return to: City of Moose Jaw, Planning & Development Services
3rd Floor, 228 Main Street North, Moose Jaw, S6H 3J8
Phone: (306) 694-4443 Fax: (306) 691-0292
Email: planning@mooseiaw.ca Website: www.mooseiaw.ca