



Municipality of Jasper

Permit Application Guide

2022 Sidewalk Seating / Retail Area Extension

Step 1

Before you submit your application, you must:

- Contact the property owner, identify any concerns and ensure they support your application;
- Contact any neighbours that may be affected, identify their concerns and ensure they support your application; and
- Ensure that you are in compliance with any Federal or Provincial regulations, e.g. Alberta Health Services, Alberta Gaming, Liquor and Cannabis.

NOTE: Sidewalk Seating/Retail Areas Extensions cannot encroach onto neighbouring property lines unless you've confirmed and documented support for the proposal (in the form of a signed letter). A general letter of support for your application can be used and signed by multiple parties (landlord and neighbours).

Step 2

Submit your application to the Municipality of Jasper via email (bylaw@town.jasper.ab.ca). Please make sure to include:

- Proof of \$5 million liability insurance, with the Municipality of Jasper listed as an additional insured party;
- Proof of property owner's support and neighbours' support (if applicable), in the form of a signed letter;
- Site plan showing existing façade, property line, **existing** and proposed sidewalk seating or Retail Area and a Materials List.

Step 3

Confirm the size and fees associated with your installation with Municipality of Jasper staff.

- If you plan to use parking stalls for your sidewalk seating or walk-around, please take into account that that fees will be based on the number of parking stalls used. The standard length of a parking stall is 6 meters.
 - If your installation is 6 meters long but straddles two parking stalls (3 metres in each stall), the applicant will be charged for two full stalls.
 - Minor allowances will be allowed for installations encroaching into a new parking stall, up to 45 centimeters. Any encroachments above this threshold, which render the next parking stall unusable for paid parking, will be charged at the full stall rate.

The fees for the 2022 summer season are as follows:

- \$100 application fee
- \$825 per parking stall for installations using the parking lane (no additional per seat fee)
- \$25 per seat for installations using the sidewalk for seating

Both the “per stall” and the “per seat” fee apply for installations using the parking lane and the sidewalk.

Step 4

Upon approval by the Municipality of Jasper, you will receive your permit detailing expiry dates, fees, and terms and conditions. Please sign the permit, return a copy to the Bylaw Enforcement Service and pay the fee at the Administration Office. Once these steps are completed, you will be able to commence with installation.

After the sidewalk seating/retail area is installed and before you open it to the public, please call to arrange for a final inspection (780-852-5514 or bylaw@town.jasper.ab.ca). Once the inspection is completed and successful, you will be able to start using the area.

Step 5

By October 24th, all sidewalk seating and retail area extensions must be removed, and the area returned to its original state.

Once installations are removed, please call the Bylaw Enforcement Service to arrange for a street inspection.

Questions?

Please contact Bylaw Enforcement Services staff at 780-852-5514 or bylaw@town.jasper.ab.ca.

Appeal Process

If you wish to appeal a decision on an application being refused or a permit being revoked or suspended, you can appeal the decision, in writing, to the Chief Administrative Officer (CAO) within 10 days of the permit refusal, revocation or suspension.

If you wish to appeal the parameters of the 2022 Sidewalk Seating and Retail Extension program, your request for review should also be directed to the CAO in writing. Appeals of this nature will be presented to Mayor and Council for review. Appeals should be sent to cao@town.jasper.ab.ca, or addressed to the Chief Administrative Officer and sent to PO Box 520, Jasper, AB T0E 1E0.

Details of the appeal process are outlined in section 8 of the [Commercial Use of Public Space Bylaw \(#193\)](#).