



OUTDOOR SEATING AREA IN PUBLIC STREET APPLICATION FORM

Planning Services ■ Town of Okotoks, Box 20 (5 Elizabeth St.), Okotoks AB, T1S 1K1 ■ planning@okotoks.ca ■ Phone: 403.995.2760 ■ Fax: 403.938.7387

Applicant Name: _____ Business: _____

Applicant Mailing Address: _____
(including Postal Code)

Phone #: _____ Fax #: _____ Email: _____

If a response has not been received within five business days, please check your Junk folder

This is a New Application

Renewal of Existing License

Address of Site _____

Intended use of seating area:

Where will the seating area be stored in the off-season?

In addition to the above information, additional information is required to process the application. A checklist of the information required to complete this application is provided on the back of this form.

Signature of Applicant _____ Date _____

The personal information on this application is collected under the authority of the Alberta Municipal Government Act, the Freedom of Information and Protection of Privacy Act (FOIP), and the Okotoks Land Use Bylaw 40-98. It will be used to communicate with the applicant during the application review and site inspection processes. As part of the review process, it will be circulated as needed to relevant Town Business Services, Provincial and Federal Agencies, Utility Companies and adjacent landowners. It may also be submitted to the Okotoks Municipal Planning Commission (MPC) and/or the Subdivision and Development Appeal Board (SDAB). Correspondence received may be included in public meeting agendas. The applicant's name and the nature of the permit will be publicly available, in accordance with the FOIP Act. Should you have any questions or concerns regarding the collection of this information, please contact the FOIP Coordinator at foip@okotoks.ca or 403.995.2774.

For Office Use Only

File #: _____ Fee: _____ Receipt # _____

OUTDOOR SEATING AREA IN PUBLIC STREET REQUIREMENT CHECKLIST

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. Please ensure all materials submitted are clear, legible, and precise.

Completed by Applicant	Office Use Only	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application Form.
<input type="checkbox"/>	<input type="checkbox"/>	Fee prescribed in fee schedule.
<input type="checkbox"/>	<input type="checkbox"/>	A site plan showing existing façade, property line, existing and proposed Outdoor Seating Areas and any sidewalk re-routing).
<input type="checkbox"/>	<input type="checkbox"/>	Elevations of Outdoor Seating Areas/boardwalk structures (must include specifications for how railings will be mounted supported).
<input type="checkbox"/>	<input type="checkbox"/>	Details on the materials and colours of the Outdoor Seating Area
<input type="checkbox"/>	<input type="checkbox"/>	Proof of insurance with the Town of Okotoks listed as an additional insured party (minimum \$5M liability).
<input type="checkbox"/>	<input type="checkbox"/>	Landscaping details.
<input type="checkbox"/>	<input type="checkbox"/>	Evidence of the applicant's consultation with adjacent businesses.

Please Note:

Additional information may be required from the applicant after Planning Services has reviewed the submitted application.