



**Planning & Development Services**

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**SIDEWALK PATIO/OUTDOOR CAFÉ ON PRIVATE PROPERTY**

**CHECKLIST**

**INFORMATION REQUIRED FOR A DEVELOPMENT PERMIT**

Office	Applicant	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	<b>1. CURRENT COPY OF THE CERTIFICATE OF TITLE</b> (No older than 3 months)
<input type="checkbox"/>	<input type="checkbox"/>	<b>2. OWNER AUTHORIZATION</b> (if the applicant is not the owner)
<input type="checkbox"/>	<input type="checkbox"/>	<b>3. APPLICATION FEE</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>4. ELEVATION DRAWINGS</b> (1 sets) – to scale and dimensioned (min. scale 1:50) <ul style="list-style-type: none"> <li>• Exterior of proposed outdoor patio</li> <li>• Description of exterior finishing materials of patio, and railings</li> <li>• Dimensioned height from grade on each elevation</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>5. SITE PLANS</b> (2 sets) – to scale and dimensioned (min. scale 1:500) showing: <ul style="list-style-type: none"> <li>• North Arrow</li> <li>• Municipal Address</li> <li>• Dimensions of patio and location of seating</li> <li>• Legal Description (Lot, Block, Plan)</li> <li>• Property Lines</li> <li>• Location of parking stalls</li> <li>• Front, side and rear setbacks of patio from property lines and buildings</li> <li>• Location of outdoor storage areas and method of screening</li> <li>• Utility rights-of-way</li> <li>• Location of Road Right-of-Way and public sidewalk</li> </ul>

The Development Authority may require additional material, such as environmental studies, considered necessary to properly evaluate the proposed development. Normally an application will be completed if the material outlined above is provided.

Please note the approvals from Alberta Gaming and Liquor Commission and Alberta Health Services may also be required.

**Note: A building permit may also be required for a sidewalk patio/outdoor café.**

**Please identify and provide additional information if required. Attach a separate sheet if necessary.**

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Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Confirming that all required information has been provided and is correct.)

Received and checked by: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only

Reviewed by:	Date:
Comments:	