




CITY PROCEDURE

Sidewalk Patio Application Procedure

Procedure Title	Sidewalk Patio Application Procedure		
Procedure Number	622-1	Approved Date	2024/04/25
Department	Development Services	Last Amended	2025/03/13
City Manager Signature		Last Reviewed	2026/05/08
		Signature Date	2026/05/08

1. Purpose

The purpose of this procedure is to:

- 1.1. formalize the process for reviewing and approving Sidewalk Patios, Sidewalk Displays and A-Board signs;
- 1.2. promote outdoor dining, shopping and socializing; and
- 1.3. ensure compliance with program requirements.

2. Definitions

In addition to the definitions in the Sidewalk Patio Program Policy 622, the following definitions apply to this procedure:

- 2.1. **"Applicant"** means a property owner or a tenant (with the property owner's permission) who applies for a Licence of Occupation for a Sidewalk Patio/Sidewalk Display or Permit Tags for an A-Board Sign.
- 2.2. **"Designated Patio Area"** means a specific area that is identified and approved for use as a Patio under a Licence of Occupation agreement.
- 2.3. **"Land Officer"** means the employee that oversees the strategic leadership and comprehensive management of municipal land-related activities and functions.
- 2.4. **"Licence of Occupation"** or **"Licence"** means an agreement prepared by the City by which the Licensee is granted authorization to erect, place, or maintain an Encroachment on Public Lands.
- 2.5. **"Sidewalk Display"** means the arrangement and presentation of products or goods by a business for the purpose of attracting customers and promoting sales.



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3. Sidewalk Patio Program and Procedures

3.1. Eligibility Criteria

3.1.1. The following requirements must be met by the Applicant to be eligible to participate:

- a. Be the property owners(s) or that person's authorized agent;
- b. The program shall encompass public sidewalks and streets within the municipal boundary of the City of Grande Prairie;
- c. Restaurants, bars, cafes and retail businesses with a valid business licence and meeting AGLC standards are eligible to participate.
- d. Meet any additional criteria specified in the [Sidewalk Patio Program Requirements Procedure 622-2](#).

3.2. Application Requirements

3.2.1. Applications submitted must include the following components:

- a. A completed Application Form;
- b. Site Plan that identifies what portion of street and/or sidewalk space will be used for the Patio, if applicable;
- c. Photographs of the Business Frontage, if applicable;
- d. Proof of Liability Insurance:
 - i. Patios on public property must maintain not less than \$2 million in liability insurance with the City of Grande Prairie listed as "Additional Insured," unless a higher amount is determined to be appropriate by the City in writing.
 - ii. Sidewalk Displays and A-Board Signs on public property must have \$2 million liability insurance; and
- e. Application fees established in the [Fees, Rates, and Charges Bylaw C-1395](#), if applicable.

3.3. Application and Review Process

3.3.1. In conjunction with, or prior to, submitting an application, the Applicant should review the application requirements and may consult administration regarding the application process, requirements, criteria, rules of eligibility, project design, and other relevant details of the proposed project.

3.3.2. In order to ensure adequate and consistent review, the project proposal shall be prepared in accordance with the [Sidewalk Patio Program Requirements Procedure 622-2](#).

3.3.3. Completed applications shall be submitted to the Development Services Department.

3.3.4. Upon submission, the Land Officer conducts a preliminary review of the application to ensure it is complete and meets the basic requirements. This step may involve checking for all necessary documents, plans, and the application fee. The Land Officer will then



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send an acknowledgment to the Applicant confirming receipt of the application, which will include a contact point for any queries.

- 3.3.5. The application undergoes a detailed review involving multiple departments to assess its impact on traffic, pedestrian flow, public space and compliance with local ordinances and codes. If necessary, the Land Officer may request modifications to the plan from the Applicant.
- 3.3.6. Once the application satisfies all requirements and receives positive feedback from all relevant departments, the application is moved to the approval stage.
- 3.3.7. Upon approval, the Licence for Sidewalk Patios/Displays will be issued to the Applicant, specifying any conditions or restrictions. The Licence will include details such as size, location, duration, and other relevant conditions. For A-Board Signs, a Permit Tag will be provided, which must be affixed to the A-Board Signs.

4. Considerations

- 4.1. The requirements and guidelines outlined in the Sidewalk Patio Program are mandatory for all participants. However, in exceptional cases, the City reserves the right to exercise discretion and make decisions on a case-by-case basis, ensuring flexibility and fairness in the implementation of the program.
- 4.2. All Patios are subject to compliance checks. If the Patio is found operating outside the approved Licence, the Patio and/or Applicant may be subject to enforcement.
- 4.3. Businesses that fail to submit the required application or obtain the necessary Licence and/or Permit Tags will be required to remove their Patios, Displays or A-Board signs immediately.
- 4.4. The City may terminate the permission to operate the Patio in the event of an emergency and/or operational safety concerns.
- 4.5. All costs and expenses of installation, placement, maintenance, or repair of the Patio, the Designated Patio Area, or any portion or structure therein or thereon shall be borne by the Applicant.

5. Attachments

- 5.1. [Council Policy 622](#) Sidewalk Patio Program
- 5.2. [City Procedure 622-2](#) Sidewalk Patio Program Requirements



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6. Version History

Action	Date	Description
New Procedure	2024/04/28	
Revision	2025/03/13	New template applied. Changes to include the addition of Sidewalk Displays and A-Board Signs. Department reorganization update.
Revision	2026/05/08	Adjustments made to section 3.2.1.(d) to remove separate liability insurance requirements for patios serving alcohol.