



EXTENDED LOBBY LICENCE APPLICATION FORM

Applications can be mailed in. They can also be made in person at the above noted address between the hours of 8:00 AM to 4:30 PM, Monday through Friday. Information regarding general Extended Lobby Licence policies and/or your specific situation can be obtained by calling 496-3076 or 496-2896. Facsimile inquires/applications can be sent to 496-1071.

Date _____

Company: _____

(NOTE: This will be the Licencee once a Corporate Registry search is done to confirm the status)

Property Address: _____ PC _____

Mailing address: _____ PC _____

(if different from address noted above)

Contact name: _____ Tel. #: _____ Fax #: _____

Please provide a brief description of how you intend to use the sidewalk / boulevard area. What will be on display?

This personal information is being collected under the Authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (F.O.I.P). It is protected by the privacy provisions of the F.O.I.P. If you have any questions about the collection of this data, contact the Director of Right-of-Way Management, Traffic Operations Branch c/o the 15th Floor Century Place, 496-2850.

Please attach the following to this application:

- A non-refundable application fee of \$50.00 plus GST. Cheques can be made payable to "The City of Edmonton".

See 2nd page for general information.

For Office Use Only:

Application received: _____, 200__ By: _____ Receipt #: _____

On-site meeting: _____, 200__ Application approved: Yes___ No___

Comments or reason for refusal: _____

Documents sent to applicant: _____, 200__ Documents returned: _____, 200__

Documents sent to T. Ops. Mgr.: _____, 200__ Documents returned: _____, 200__

Documents sent to City Clerk: _____, 200__ Documents returned: _____, 200__

Executed documents sent to applicant: _____, 200__

GENERAL INFORMATION FOR EXTENDED LOBBY LICENCES

- A.** Upon receipt of this application form and payment of the application fee, the Transportation Department will:
1. review the general area and determine adjacent land uses.
 2. determine availability of area.
 3. define the required setbacks.
 4. review existing and/or potential safety problems with existing and proposed roadway facilities.
 5. circulate the proposal to any affected civic and/or utility Department and/or agency for their review.
 6. present the proposal to the adjacent landowners *if a potential conflict is perceived*. This may require correspondence with the local community league and/or business association.
- B.** Should the proposal meet with the approval of the affected civic and/or utility Department and/or agencies:
1. the Transportation Department will prepare four copies of the Extended Lobby Licence and forward the documents to the address indicated by the applicant.
 2. the Transportation Department will have the documents executed when the documents and insurance forms are returned and meet all the requirements. One copy of the executed Licence will be returned to the applicant.
 3. the Licence fee will be invoiced if it has not been paid by the time the documents are executed. The application fee will be credited towards the Licence fee.
- C.** If the application is refused, the road right-of-way cannot be used and the application fee will not be refunded. Use of the City road right-of-way (sidewalk and/or boulevard) without authorization will result in enforcement action being initiated by the City of Edmonton.