



STREET USE PERMIT APPLICATION

Per the Town of Mahone Bay Streets and Sidewalks Bylaw, a Street Use Permit is required as follows:

- a. No person shall erect or place any structure under, on or over any street unless a Street Use Permit has been issued and the permit number is displayed upon the structure, and the permit is in force

In accordance with s314 – Street Encroachment – of the Municipal Government Act, possession, occupation, use or obstruction of a street or part of a street does not give and never has given any estate, right or title to the street.

Name of Applicant:			
Phone:		Email:	
Mailing Address:			
Name of Owner (if different)			
Location and Civic Number			
Start Date:		End Date:	
Reason for street use:			
Name of Contractor if applicable (Business & Contact):			
Phone:		Email:	

Application Requirements

1. Attach a sketch or map of proposed work or street use details.
2. The fee for a Street Use Permit is set out in the Fees Policy (see below).
3. Every applicant/owner of a Street Use Permit is responsible for agreeing to the regulations for the permit (see over).

Applicant's Signature:	Date:

Permit Regulations

Please reference the following additional bylaws and policy on our website that may affect planned amendments:

- Streets and Sidewalks Bylaw (2025)
- Seasonal Sales Area Bylaw (2025)
- Fees Policy (2025)

1. The Manager of Public Works may make minor amendment to or re-issue a Street Use Permit at the request of the owner by making an appropriate notation, provided the amendments or re-issuance adhere to the terms of the applicable bylaw.
2. The Manager of Public Works may refuse to issue, renew, or amend, or may revoke or suspend a Street Use Permit upon reasonable notice to an applicant or permit owner when:
 - a. The Manager of Public Works is not satisfied with steps or proposed steps to protect the Town's property
 - b. The Manager of Public Works is not satisfied with steps or proposed steps to minimize obstruction to pedestrian or vehicular traffic
 - c. The Manager of Public Works is not satisfied with steps or proposed steps to achieve compliance with applicable policies or standards of the Town or other levels of government
 - d. The requirements of the permit are not met
 - e. The issuance of the permit was based on incorrect information
 - f. The permit was issued in error
 - g. Any reason in the public interest.
3. Where the Manager of Public Works is satisfied that the proposed use of the street conforms with the requirements of the Streets and Sidewalks bylaw a Street Use permit may be issued for:
 - a. Accessibility features satisfying the requirements of applicable codes and standards
 - b. Temporary sidewalks as part of a seasonal sales area
 - c. Construction barricades
 - d. Overhanging awnings and signs (hanging or otherwise)
 - e. Planters and benches
4. No person shall cause the obstruction of pedestrian traffic on a sidewalk unless permitted under the Seasonal Sales Area Bylaw.
5. When any part of a street or sidewalk is encroached upon, all persons involved shall be required to adhere to all federal, provincial, and municipal rules and regulations related to health and safety.
6. The Manager of Public Works may suspend the use of any sidewalk or street if they deem the encroachment to be unsafe to the public.

Temporary Sidewalks

1. Per the *Seasonal Sales Area Bylaw*, Owners must provide a temporary sidewalk in the parking area adjacent to a seasonal sales area to preserve the free flow of pedestrian traffic.
2. The temporary sidewalk and must conform to applicable building codes and accessibility standards and to the following:
 - a. A minimum width of 1600mm (5'3")
 - b. The base of the temporary sidewalk must provide a smooth, level transition between the existing sidewalk and the temporary structure
 - c. Have a stable, firm, and slip resistant surface
 - d. When using wood, elongated openings run perpendicular to the direction of travel
 - e. Street traffic shall be blocked at each edge of the temporary sidewalk by triangular shaped planters with a minimum weight of 1000kg and minimum height 60cm. The planters shall be maintained with healthy plant materials at all times through the duration of the temporary sidewalk
 - f. A fence or barrier must be installed along the street side of the temporary sidewalk to delineate the edge of the structure and prevent pedestrians from entering the street
 - i. The barrier shall be between 107cm (3ft) and 120cm (4ft) in height
 - ii. The barrier may provide a partial visual screen, but shall not be opaque
 - iii. The barrier shall not have any openings that permit the passage of a sphere over 13mm in diameter
 - iv. Minimum edge protection of 10cm
3. A temporary sidewalk shall not be built upon an accessible parking space



Street Use Permit Number: YYYY - 00

To be Completed by Town of Mahone Bay

The Manager of Public Works and Transportation is responsible for reviewing applications and granting Street Use Permits on behalf of the Town.

Permit	Fee Amount
Street Use – Contractor Vehicles and Equipment	\$7.50 per day per space
Street Use – Removable Steps and Wheelchair Ramps	\$75 per year
Street Use – Sidewalk Cafe	\$20 per month per table
Street Use – Portable Signs (Commercial)	\$40 per year
Street Use – Portable Signs/Banners (Non-Profit)	Free
Street Use – OPUS Sign – Specific Businesses	\$20 per year per business
Street Use – Portable Planters and Benches	\$10 per year per item

Permit Approval – Manager of Public Works and Transportation

Signature:	Date:
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Permit valid for the following date(s): _____

FOR TOWN USE ONLY		
Date of Receipt:	Amount Paid:	Init.
Date of Issue:	Date of Expiry:	