



DEVELOPMENT PERMIT APPLICATION SUPPORT DOCUMENTATION CHECKLIST

Select the appropriate Development Permit Application type, and submit required documentation listed with a complete application. Upon verification of complete application and calculation of permit cost, payment will be required.

All Development Permit Applications require the following:

- One (1) Certificate of Title or Land Title Search of the property obtained no more than 3 weeks prior to the date of the application. The Title or Search can be obtained from any Alberta Registries Office.
- Authorization from the Registered Owner. The titled owner may appoint an agent
- A complete application form.
- A complete Right of Entry form.

Accessory Building Applications require the following:

Three (3) paper copies of a:

- Site Plan outlining the proposed development including the front, side and rear yard setbacks, including eaves, as well as dimensions of the proposed development;
- Exterior elevation drawings showing height, horizontal dimensions and finishing materials of all buildings, existing and proposed;
- Location of all easements and utility rights-of-way;
- Detached Garage Application Acknowledgement (For detached garage applications only)
- North Arrow

New Residential Developments require the following:

Three (3) paper copies of a:

- Site Plan outlining the proposed development including the front, side and rear yard setbacks, including eaves, as well as dimensions of the proposed development;
- Exterior elevation drawings showing height, horizontal dimensions and finishing materials of all buildings, existing and proposed;
- Interior floor plans, including the basement;
- Site Servicing and Grading drawings (if applicable);
- Location of all easements and utility rights-of-way;
- Lot Grading Permit Application
- Detached Garage Application Acknowledgement (For detached garage applications only)
- North Arrow

If you have questions please contact:

Residential Development – Tanya Ouellette 780 962-7634 ext 173

Non-Residential, Multi Family and Change of Use – Lori Kustra 780 962-7623 or
Karen Majeau 780-962-7589

**New Non-Residential (commercial / industrial / institutional) or
New Multi-Unit Residential Development requires the following:**

Three (3) paper copies and one (1) electronic copy in a single PDF (in the same order as the paper copies) on CD-ROM or by e- mail, of a:

- Site Plan outlining the proposed development including the front, side and rear yard setbacks, including eaves, as well as dimensions of the proposed development;
- Exterior elevation drawings showing height, horizontal dimensions and finishing materials of all buildings, existing and proposed **in color**;
- Interior floor plans;
- Site Servicing and Grading drawings;
- Landscaping Drawings;
- Location of all easements and utility rights-of-way;
- A storm drainage plan;
- Location of garbage containment areas, off-street loading and parking areas;
- Vehicular and pedestrian circulation on the site and to adjacent sites or public rights-of-way;
- A lighting plan;
- Lot Grading permit application
- North Arrow
- Type and location of traffic signs within private property and entering / exiting on a public roadway
- The location of required parking and drive lanes
- Pedestrian circulation from within the site

**Change of Use on the land or within a building (commercial /industrial/
institutional) requires the following:**

Three (3) paper copies of a site plan

- showing the location of the use
- showing the location of the use within the existing building
- showing the interior floor plan
- showing the location of any outside storage
- If paper copies are larger than 11 X 17 then a digital copy is needed

Signs

See sign development permit application form

Additional information may be required during the processing of the development permit application, including but not limited to the following:

- ***Geotechnical reports;***
- ***Traffic Impact Analysis***

Development Permit applications may be circulated to other municipal departments or to third parties (i.e. Provincial departments or Utility Providers) for comment or concurrence, at the discretion of the Development Officer.

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