

Appendix A-1
Development Agreement
Request Form

Municipal Development Standards

Development Agreement Request Form

To: Manager of Land Development
City of Spruce Grove
Engineering - Sustainable Growth & Development
315 Jespersen Avenue

Subdivision Permit No.: _____

Redistricting Permit No.: _____

Development Permit No. (if applicable): _____

***Note: Consultant to complete checklist in Section 1 on Page 3 of this form.**

Subdivision/Project Name: _____

Legal Name of Party Entering into Development Agreement: _____

Representative Name: _____ Phone: _____

Mailing Address: _____ Email: _____

Consultant Firm: _____

Consultant Representative Name: _____

Phone: _____ Email: _____

I _____ of the firm _____ (Consultant)

hereby certify that the Design has been completed in accordance with the City of Spruce Grove's Municipal Engineering Standards and the requirements of all governmental or other public authorities having jurisdiction.

Signature _____

Date: _____

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***TO BE COMPLETED BY THE CITY:**

Reviewed By: _____

Signature: _____ Date: _____

Development Agreement Request: Accepted: ☐ Rejected: ☐

Reason for Rejection/Conditions of Acceptance (attach additional pages if necessary):

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- 1) The following information must be provided with this request form:

City	Consultant	Requirement
<input type="checkbox"/>	<input type="checkbox"/>	One (1) copy of the detailed design drawings conforming to Section 1 of the Municipal Development Standards. Detailed design drawings shall be provided in Adobe Acrobat (PDF) format. Engineering drawings shall be signed and sealed by a professional engineer licensed to practice in the Province of Alberta.
<input type="checkbox"/>	<input type="checkbox"/>	One (1) set of the current certified true copies (originals) of all certificates of title within the development area;
<input type="checkbox"/>	<input type="checkbox"/>	One (1) copy of the anticipated schedule for construction activities;
<input type="checkbox"/>	<input type="checkbox"/>	One (1) copy of the detailed construction cost estimate;
<input type="checkbox"/>	<input type="checkbox"/>	One (1) itemized list of expected cost recoveries, complete with detailed cost breakdown;
<input type="checkbox"/>	<input type="checkbox"/>	One (1) copy of all plans, forms, and reports, associated with approvals, permits, licenses, and/or agreements required by all government, public, or private authorities with jurisdiction over the work, as applicable, required in Adobe Acrobat (PDF);
<input type="checkbox"/>	<input type="checkbox"/>	One (1) copy of all documents, drawings and other information required in Adobe Acrobat (PDF).
<input type="checkbox"/>	<input type="checkbox"/>	One (1) copy of all computer simulation models.
<input type="checkbox"/>	<input type="checkbox"/>	Development Agreement Application Fee due upon application.

- 2) The City shall initiate review of design drawings once fees have been paid and all above information has been submitted and reviewed/accepted by the City. The city will provide comments on 1st submission Engineering design drawings within **30 days** of a complete application. Please allow up to three (3) weeks for comments on each subsequent submission.
- 3) Once Engineering design drawings are deemed acceptable, the City will prepare the draft Development Agreement to be issued to the applicant for review.
- 4) Any requested revision(s) to the draft must be received via email and a revised draft will be returned to the applicant. If no changes are required, the applicant may execute the Development Agreement.
- 5) The applicant must return two signed and sealed copies of the Development Agreement to the City, together with the Offsite Levies (1st payment) and Certificate of Insurance.
- 6) Final design drawings approved by the City will be stamped and a copy will be returned in Adobe Acrobat (PDF) format and will form part of the Schedules in the executed Development Agreement. Once drawings are issued for IFC, final design drawings must be submitted to the City in AutoCAD format.
- 7) All required ancillary documents and payments must be returned to the City prior to the City full executing the Development Agreement.
- 8) Following execution of the Development Agreement by the City, one (1) copy of the Development Agreement shall be forwarded to the applicant.

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***Note:**

- A fully executed Development Agreement is required prior to Third reading of the **Land Use Bylaw Redistricting Amendment**.
- To begin construction, a fully executed Development Agreement plus required Securities must be in place or the City may issue a **Stop Work Order**.
- Development Agreement Application Fee and Inspection Fees are both established under the **Development Fees and Fines Bylaw**.

***Development Agreements are to be finalized and fully executed within six months of the date of application, with construction commencing within the immediate construction season. Should the Development Agreement not be executed, or development not proceed as planned, the Development Agreement or it's application will be cancelled. Any security that may have been provided to the City, will be returned as per the Development Fees and Fines Bylaw.**

For more information please contact:

Manager of Land Development at 780-962-7634 ext. 106 or email developmentagreements@sprucegrove.org