



**Development Agreement Application  
and Drawing Submission Process Update**  
effective March 2025

- All Development Agreement Applications must adhere to the City's Municipal Development Standards Appendix A-1, Development Agreement Request Form (new version 2025).
- Development Agreement Requests including all supporting drawings and submittals to be emailed to [developmentagreements@sprucegrove.org](mailto:developmentagreements@sprucegrove.org)
- Requests will be reviewed and verified complete/incomplete via email.
- Developer/Consultant will be provided an invoice via email for payment of Development Agreement fees, unless fees have already been submitted prior to application.
- The City will initiate review of design drawings once fees have been paid. Please allow up to **thirty (30) days** for comments on all First Submissions of detailed design drawings. For all subsequent submissions, please allow up to **three (3) weeks** for comments.
- A letter confirming the required security for the development will be sent to the Developer once the City deems the detailed design drawings acceptable.
- Drawing submissions must show centerline grades at 20m intervals for all alleys, trails, concrete swales, ditches and walkways. Please refer to revised Municipal Development Standards for more information.
- Developer/Consultant must submit Issued For Construction (IFC) drawings to the City in AutoCAD format once a final set is approved and stamped.
- Redline submissions must be submitted for review prior to field changes unless approved otherwise by the City. A **full set of drawings** including approved redlines must be submitted for stamping by the City. If further redlines are required, the same process will apply.
- As-built Record Drawings have new requirements and tolerances. Please refer to revised Municipal Development Standards for more information.

*The Community of Choice*