



First Use or Change of Use

This application form and checklist of submission requirements shall be complete. Please Note:

- NO DEVELOPMENT shall commence without a valid Development Permit. Any work started prior shall be subject to a double fee penalty and further enforcement actions;
An Administrative Fee will be withheld for any refunds. Please note that all applicable permit refunds will be issued by cheque only; and,
Submission of a duly signed application form authorizes the Development Officer to enter the property to carry out inspections necessary for this development.

All of the required information is necessary for the review of the application and for a timely decision to be rendered. To expedite the evaluation, staff have been instructed to accept only complete applications, which require:

- All application submission requirements to be included in the application; and,
All application submission requirements to be clear, legible, and precise, and to be prepared to professional drafting standards.

I/We hereby make application under the provisions of the Land Use Bylaw 99/059 for a Development Permit.

PLEASE PRINT

Applicant and Owner Information:

Applicant Name:

Mailing Address:

Postal Code:

Daytime Phone: Alternate: Fax:

Email Address:

Registered Owner(s):

Mailing Address:

Postal Code:

Daytime Phone: Alternate: Fax:

Email Address:

Property Information

Legal Land Description: Lot: Block: Plan:

Alberta Township Grid System: LSD Sec TWP Range W4M

Civic Address:

Project Description:

Has development commenced? Yes No

Existing Use of Land or Building:

Size of Proposed Development (m2):

Estimated Construction Start Date: End Date:

Estimated Construction Cost:

Civic Address Translator: https://apps2.rmwb.ca/electronicpermitting/CivicTranslator.aspx



First Use or Previous Use

Is this the first use for this building or unit? Yes No

If no to the above, answer the questions below:

What was the previous use of this space?
If the space is currently unoccupied, how long the space has been vacant?

Detailed Development Information

Describe the:

- type of business:
activities on site:
products or services offered:
number of employees (total and number on duty at any time):
hours and days of operation:
types of materials or products to be stored on site:

Detailed Property Information

Lot Area: Building Area2:
Accessory Coverage3: Site Coverage4:
Building Type: Number of Storeys:

Registered Owner (or person acting on the registered owner's behalf)

I, hereby certify that
I am the registered owner, or
I am the agent authorized to act on behalf of the registered owner

2 Total includes attached garages, cantilevers, decks, porches, and/or verandas
3 If applicable, note the area of the shed or detached garage
4 The percentage of the lot area covered by proposed and existing structures



and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

Signature

Date

All boxes shall be "CHECKED" and information indicated attached to the application.

OFFICE	APPLICATION SUBMISSION REQUIREMENTS
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><input type="checkbox"/> 1. Site Plan: Plot plan shall be prepared by an Alberta Land Surveyor and/or Engineering Firm, shall be no more than one (1) year old at the time of application, and shall provide the following information:</p> <p><input type="checkbox"/> Standard Information: shall be placed within a Title Block</p> <ul style="list-style-type: none"> <input type="checkbox"/> Title of the Plan (i.e. Site Plan) <input type="checkbox"/> Application Type (i.e. Change of Use Development Permit) <input type="checkbox"/> Civic Address and Legal land description (lot/block/plan) <input type="checkbox"/> Company or Owner Information: name, address, telephone, fax and email, etc. as well as initials for employee responsible for the plan, job number or other referencing information <input type="checkbox"/> Legend identifying all symbols used in the development of the plan shown <input type="checkbox"/> North arrow and plan scale <p><input type="checkbox"/> Information on the Plan:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Location and dimensions of all existing buildings, including the proposed new business and/or tenant <input type="checkbox"/> Illustrate and provide dimensions of all registered easements and rights of ways on the property and reference registered plan number <input type="checkbox"/> If the application pertains to a portion of a building: <ol style="list-style-type: none"> 1) identify the unit or bay that is the subject of the application, and 2) the uses of the adjacent units or bays
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><input type="checkbox"/> 2. All Floor Plans (main, upper, basement, and mezzanines): Plans shall be properly drafted to scale and contain the following information: NOTE: <i>If developing a mezzanine or second floor space, a separate Development Permit is required for an Addition. An Application for an Addition will initiate a comprehensive review of the overall site.</i></p> <p><input type="checkbox"/> Standard Information: shall be placed within a Title Block</p> <ul style="list-style-type: none"> <input type="checkbox"/> Title of the Plan (i.e. Main Floor Plan) <input type="checkbox"/> Application Type (i.e. First Use Change of Use Development Permit) <input type="checkbox"/> Civic Address and Legal land description (lot/block/plan) <input type="checkbox"/> Company or Owner Information: name, address, telephone, fax and email, etc. as well as initials for employee responsible for the plan, job number or other referencing information <input type="checkbox"/> Legend: identifying all symbols used in the development of the plan shown <input type="checkbox"/> North arrow and plan scale <p><input type="checkbox"/> Information on the Plan:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proposed layout and labeling of unit and/or space



<input type="checkbox"/>	<input type="checkbox"/> Detailed location and labeling of ALL interior rooms and their uses <input type="checkbox"/> Dimensions of exterior and interior wall space <input type="checkbox"/> Any existing mezzanines must be identified and labelled as open or closed and their corresponding uses <input type="checkbox"/> Detailed location of emergency lights, fire extinguishers, and exit sign(s)
<input type="checkbox"/>	<input type="checkbox"/> 3. Copy of Current Certificate of Title(s): no more than 30 days old at time of application: <input type="checkbox"/> May be obtained from Alberta Registries Office. If Applicant is not the registered owner, a letter of authorization from the owner shall accompany the Certificate of Title. If the land is registered as a numbered company, the names of the principals of the numbered company shall be supplied <input type="checkbox"/> Please Note: additional documents including, but not limited to, copies of any Restrictive Covenants, Caveats, Utility Rights-of-Way, or Easements, may be required at the discretion of the Development Officer
<input type="checkbox"/>	<input type="checkbox"/> 4. Applicable Fees: Fees outlined in the Land Use Bylaw 99/059. Development fees shall be made payable to the Regional Municipality of Wood Buffalo
<input type="checkbox"/>	<input type="checkbox"/> 5. Miscellaneous Information: any other information deemed necessary by the Development Authority to properly evaluate the application.
ADDITIONAL REQUIREMENT FOR CANNABIS RETAIL STORES	
<input type="checkbox"/>	<input type="checkbox"/> 6. Statement of Odour Control: Describe how odour, for example from open product, will be controlled and managed and include name of HVAC system.

The personal information on this form is collected under the authority of Section 33 (c) of the *Alberta Freedom of Information and Protection of Privacy Act*. The personal information will be used as contact information and to process your application. If you have any questions regarding the collection or use of this information contact the Supervisor, Support Services, Planning and Development, Timberlea Landing, 309 Powder Drive, T9K 0M3, or call (780) 793-1069.