



## New Use of an Existing Commercial and Industrial Building Development Permit Application Checklist

This "checklist" of submission requirements shall be attached to all Development Approval Letter Applications. All of the following information is necessary to facilitate the thorough evaluation and timely decision of your application. To expedite the evaluation, all materials submitted must be clear legible and precise. To achieve this level of customer service, staff are instructed to accept only complete applications, which include plans prepared to professional drafting standards. Thank you for your cooperation.

**All boxes shall be "CHECKED" and information indicated attached to the development Approval application. APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THIS LIST ATTACHED.**

- Copy of current Certificate of Title(s) no more than 30 days old at time of Application.** May be obtained from an Alberta Registries office.
- A Letter of Authorization** from the current property landowner if the development permit application form is not signed by the property owner.
- A Description of Business** provide a written description of the business and typical activities that will be associated with the business, operation hours and typical type of materials storage on site and there proposed location.
- Payment of Fees** applicable development permits fees outlined in Appendix "B" of Land Use Bylaw 99/059. Redevelopment fees may be applicable and are required prior to the issuance of permit.
- One (1) Copy of a Site Plan**
  - o Standard Information required: legal description of the land, civic address, north arrow, plan scale.
  - o Location and dimensions of the property lines. Please note the adjacent land uses.
  - o Location of parking stalls designated for the new use. Include dimensions of stalls and drive aisle.
- One (1) Copy of the Building Plan**
  - Floor plans for all floors - dimensions of exterior walls space (including cantilevers and projections) and layout of all interior spaces.
  - If a restaurant or drinking establishment is proposed as part of the application include a seating plan, which clearly delineates the area to which the public will have access for the consumption of food or beverages.
  - Building Elevations if renovations change the façade of the building with the addition of proposed opening (doors and windows) or changes in the roofline (indicate building height – finished grade to underside of eave and top of peak), roofing materials and roof pitch. Include a description of exterior finishing materials.
- Previous Use**
  - o Provide in writing what the previous use of the space was.
  - o If the space is currently unoccupied please indicate how long the space has been vacant.
  - o If numerous businesses are to share the parking facilities, the property owner is required to provide a written identifying the total number of parking stalls, the number of business sharing and the hours of operation of each business.
- Miscellaneous Information.** The following information may be required:
  - Any other information deemed necessary by the Development Authority to properly evaluate the application.
  - Please note, certain Departments and Agències may need to be contacted for information, servicing standards and permit requirements **prior to** the submission of a development permit application.
- SUBMISSION OF DETAILED DESCRIPTION OF ANY NON-CONFORMITY** of the Land Use Bylaw, including a detailed explanation why the Land Use Bylaw Standard has not been met.