



Sand and Gravel Extraction

DEVELOPMENT PERMIT APPLICATION CHECKLIST

This checklist of application submission requirements shall be **completed** and **attached** to your Development Permit application. 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.

Should the above be considered inadequate by staff, the application shall be deemed **incomplete** and will not be reviewed until the requirements have been satisfied.

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

OFFICE ✓ x	APPLICATION SUBMISSION REQUIREMENTS
<input type="checkbox"/> <input type="checkbox"/>	<p><input type="checkbox"/> 1. Site 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: shown on all plans as per the “How to Draw a Site Plan and Floor Plan” document</p> <p><input type="checkbox"/> Information on the Plan:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Indicate delineation of the area to be used for extraction and other relevant data such as property boundaries, top of bank, etc. <input type="checkbox"/> Indicate any stockpiling of material and/or indicate offsite locations for stockpiling. Offsite stockpiles must include evidence of land owner’s permission and the use of the location complies with the Land Use Bylaw. The use of offsite locations shall be considered as part of the primary site’s application
<input type="checkbox"/> <input type="checkbox"/>	<p><input type="checkbox"/> 2. Stockpiling Plan: This plan will indicate the location and time period that stockpiling will take place</p>
<input type="checkbox"/> <input type="checkbox"/>	<p><input type="checkbox"/> 3. Route Map and Traffic Accommodation Plan: The map and plan shall indicate the route for accessing Municipal Roads with over dimensional roads. A Haul Permit may be required; please contact Roads and Maintenance at (780) 743-7931</p>
<input type="checkbox"/> <input type="checkbox"/>	<p><input type="checkbox"/> 4. Schedule: The time schedule of truck and other vehicles for transportation of over dimensional loads</p>
<input type="checkbox"/> <input type="checkbox"/>	<p><input type="checkbox"/> 5. Copy of Current Certificate of Title(s): no more than 30 days old at time of application:</p> <ul style="list-style-type: none"> <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"/>	<p><input type="checkbox"/> 6. Applicable Fees: Fees outlined in the Land Use Bylaw 99/059. Development fees shall be made payable to the Regional Municipality of Wood Buffalo.</p>

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.