



# First Use or Change of Use

## DEVELOPMENT PERMIT APPLICATION CHECKLIST

This checklist of application submission requirements shall be **completed** and **attached** to all Development Permit applications. 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 materials to be **clear, legible** and **precise**, and to be prepared to professional drafting standards.
- **NOTE:** all measurements are to be expressed in metric; all measurements are shown to outside face of building foundation wall at ground level, etc.

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	APPLICATION SUBMISSION REQUIREMENTS
<input type="checkbox"/>	<p><input type="checkbox"/> <b>1. Site Plan:</b> 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"/> <b>Standard Information:</b> shall be placed within a Title Block</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Title of the Plan (i.e. Site Plan)</li> <li><input type="checkbox"/> Application Type (i.e. Change of Use Development Permit)</li> <li><input type="checkbox"/> Civic Address and Legal land description (lot/block/plan)</li> <li><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</li> <li><input type="checkbox"/> Legend identifying all symbols used in the development of the plan shown</li> <li><input type="checkbox"/> North arrow and plan scale</li> </ul> <p><input type="checkbox"/> <b>Information on the Plan:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Location and dimensions of all existing buildings, including the proposed new business and/or tenant</li> <li><input type="checkbox"/> Illustrate and provide dimensions of <b>all</b> registered easements and rights of ways on the property and reference registered plan number</li> <li><input type="checkbox"/> If the application pertains to a <b>portion</b> of a building:               <ol style="list-style-type: none"> <li>1) identify the unit or bay that is the subject of the application, and</li> <li>2) the uses of the adjacent units or bays</li> </ol> </li> </ul>
<input type="checkbox"/>	<p><input type="checkbox"/> <b>2. All Floor Plans (main, upper, basement, and mezzanines):</b> Plans shall be properly drafted to scale and contain the following information: <b>NOTE:</b> <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"/> <b>Standard Information:</b> shall be placed within a Title Block</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Title of the Plan (i.e. Main Floor Plan)</li> <li><input type="checkbox"/> Application Type (i.e. First Use Change of Use Development Permit)</li> <li><input type="checkbox"/> Civic Address and Legal land description (lot/block/plan)</li> </ul>



<input type="checkbox"/>	<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 <input type="checkbox"/> <b>Information on the Plan:</b> <input type="checkbox"/> Proposed layout and labeling of unit and/or space <input type="checkbox"/> Detailed location and labeling of <b>ALL</b> 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"/> <b>3. Descriptive Letter:</b> containing the following information: <input type="checkbox"/> Civic Address and legal land description <input type="checkbox"/> Type of business, activities on site, and products or services offered <input type="checkbox"/> Number of employees (total and number on duty at any given time) <input type="checkbox"/> Hours and days of operation <input type="checkbox"/> Types of materials and products to be stored at the proposed site <input type="checkbox"/> Be signed, dated, and include contact information of the signatory
<input type="checkbox"/>	<input type="checkbox"/> <b>4. Previous Use/First Use:</b> <u>Owner/Landlord</u> should provide the following information: <input type="checkbox"/> Provide in writing the previous use of the space or if this is the first use (new building) <input type="checkbox"/> <b>If the space is currently unoccupied, please indicate how long the space has been vacant</b>
<input type="checkbox"/>	<input type="checkbox"/> <b>5. Copy of Current Certificate of Title(s):</b> 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"/> <b>6. Applicable Fees:</b> Fees outlined in the Land Use Bylaw 99/059. Development fees shall be made payable to the Regional Municipality of Wood Buffalo
<b>ADDITIONAL REQUIREMENT FOR CANNABIS RETAIL STORES</b>	
<input type="checkbox"/>	<input type="checkbox"/> <b>7. Statement of Odour Control:</b> 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.