



# Addition to Single Family Residential

## 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
	<b>PLEASE NOTE:</b> a <b>covered deck</b> constitutes as an addition, and the requirements of this checklist must be fulfilled.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <b>1. Site Plan:</b> shall provide the following information: <input type="checkbox"/> <b>Standard Information:</b> shown on all plans as per the “ <i>How to Draw a Site Plan and Floor Plan</i> ” document <input type="checkbox"/> <b>Information on the Plan:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Location of all existing and proposed buildings with dimensions to all property lines. Where a building is not set perpendicular to a property line, a minimum of two dimensions from one side to the adjacent property line is required</li> <li><input type="checkbox"/> Dimensions of the proposed Building Footprint and any existing structures: including existing and proposed boxouts, eaves, cantilevers, open or covered decks, verandas, landings and stairs. Indicate with a note or line weight variation the foundation wall versus boxouts or cantilever</li> <li><input type="checkbox"/> Indicate location and dimensions of hard surfaces, such as driveways and walkways</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"/> Illustrate how the detail drainage patterns will work with the development. Note: Subdivision Design Grades must be maintained along all property lines. If a retaining wall is being proposed or is required, provide grades at top and bottom of retaining walls and the length of the wall. Retaining walls 1.0m high or greater must meet the requirements of section 74.4 of the Land Use Bylaw</li> </ul>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <b>2. Building Plans:</b> Plans shall be properly drafted to scale and contain the following information: <input type="checkbox"/> <b>Standard Information:</b> shown on all plans as per the “ <i>How to Draw a Site Plan and Floor Plan</i> ” document <input type="checkbox"/> <b>Floor Plans for ALL Floors</b> (upper, main, and basement) including: <ul style="list-style-type: none"> <li><input type="checkbox"/> Dimensions of exterior wall space (including cantilevers and projections)</li> <li><input type="checkbox"/> Label and provide dimensions for all interior spaces (i.e. kitchen, laundry room, and appliances)</li> </ul>



		<input type="checkbox"/> Clearly identify which rooms and spaces are existing, and which are proposed
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <b>Building Elevations</b> (including front, sides, and rear) indicating: <ul style="list-style-type: none"> <li><input type="checkbox"/> Building height (finish grade to underside of eave and top of roof peak)</li> <li><input type="checkbox"/> Roofing materials and roof pitch</li> <li><input type="checkbox"/> Description of exterior finishing materials</li> <li><input type="checkbox"/> Location of all proposed openings (doors, windows)</li> <li><input type="checkbox"/> Dimensions of eaves</li> </ul>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <b>3. Copy of Current Certificate of Title(s):</b> no more than 30 days old at time of application: <ul style="list-style-type: none"> <li><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</li> <li><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</li> </ul>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <b>4. Abandoned Well Site Information:</b> If the new structure is larger than 47 square metres (505.904 square feet): <ul style="list-style-type: none"> <li><input type="checkbox"/> A map shall be provided from Alberta Energy Regulator's (AER) Abandoned Well Viewer to confirm:             <ol style="list-style-type: none"> <li>1. The location of abandoned wells on the land, and</li> <li>2. Confirm that the land is not affected by abandoned wells</li> </ol>             The AER's Abandoned Well Viewer is available on <a href="http://www.aer.ca">www.aer.ca</a> or contact the AER Customer Contact Centre at 1-855-297-8311 or e-mail <a href="mailto:inquiries@ aer.ca">inquiries@aer.ca</a> or mail Information Services, AER, Suite 1000, 250 – 5 Street SW, Calgary AB, T2P 0R4. The new structure shall be setback a minimum of 5 metres from all abandoned well sites           </li> </ul>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <b>5. 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
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <b>6. Miscellaneous Information:</b> any other information deemed necessary by the Development Authority to properly evaluate the application.

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, Jubilee Centre, 9909 Franklin Avenue, Fort McMurray, T9H 2K4, or call (780) 793-1069.



# Development Permit Application Form

OFFICE USE ONLY
DP # _____
Fee: _____
Receipt No: _____

**Purpose:** A Development Permit Application is used to obtain approval to develop or use either land or a building within the RMWB. Developments exempt from requiring a development permit can be found in the Land Use Bylaw.

This Application Form shall be **complete** and include an attached Development Permit Checklist. 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.

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<sup>1</sup>: 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 (m<sup>2</sup>): \_\_\_\_\_  
Estimated Construction Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Estimated Construction Cost: \_\_\_\_\_

**Detailed Property Information**

Lot Area: \_\_\_\_\_ Building Area<sup>2</sup>: \_\_\_\_\_  
Accessory Coverage<sup>3</sup>: \_\_\_\_\_ Site Coverage<sup>4</sup>: \_\_\_\_\_  
Building Type: \_\_\_\_\_ Number of Storeys: \_\_\_\_\_

**Credit Card Information**

Credit Card #: \_\_\_\_\_ Card Type: \_\_\_\_\_  
Card Holders Name: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

**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  
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

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