



Special Event (Private Land)

DEVELOPMENT PERMIT APPLICATION CHECKLIST

Purpose: A Special Event Development Permit is used to obtain approval to host a special event on private property that either:

- Involves cumulatively more than 50 persons on a property that is not within an urban or rural residential district; or
- Involves more than 1 person per 15 m² to a maximum of 150 persons and is taking place for non-commercial and personal use on a property within an urban or rural residential district.

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"/> 1. Site Plan: shall provide the following information: <ul style="list-style-type: none"> <input type="checkbox"/> Standard Information: shown on all plans as per the “<i>How to Draw a Site Plan and Floor Plan</i>” document <input type="checkbox"/> Information on the Plan: <ul style="list-style-type: none"> <input type="checkbox"/> Location of proposed Special Event: including facilities and structures comprising the Special Event or required to support it <input type="checkbox"/> Location of all existing 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 <input type="checkbox"/> Location and dimensions of the property lines <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"/> Location of garbage collection facilities and snow stockpiling location(s)
<input type="checkbox"/>	<input type="checkbox"/> 2. Building Plans: of any proposed temporary structures over 10m ² . Plans shall be properly drafted to scale and contain the following information: <ul style="list-style-type: none"> <input type="checkbox"/> Standard Information: shown on all plans as per the “<i>How to Draw a Site Plan and Floor Plan</i>” document <input type="checkbox"/> Floor Plans <ul style="list-style-type: none"> <input type="checkbox"/> Dimensions of exterior wall space (including cantilevers and projections) <input type="checkbox"/> Layout and dimensions of interior spaces including labeling of their uses



		<input type="checkbox"/> Building Elevations (including front, sides, and rear) indicating: <ul style="list-style-type: none"> <input type="checkbox"/> Building height (finish grade to: underside of eave, top of roof peak and each floor) <input type="checkbox"/> Location of all proposed openings (doors, windows) <input type="checkbox"/> Dimensions of eaves
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 3. Context Plan: identifying site of the Special Event, surrounding properties, and adjacent land uses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 4. Signage Plan: <ul style="list-style-type: none"> <input type="checkbox"/> Location Plan indicating location of signage <input type="checkbox"/> Sign Details including: <ul style="list-style-type: none"> <input type="checkbox"/> Sign Dimensions: including width, length, projection from fixed surface, total area, and the area of the sign to be used for advertising <input type="checkbox"/> Total Height of the Sign: measured from grade to the top of sign <input type="checkbox"/> Clearance Height of the Sign: measured from grade to the bottom of the sign
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 5. Parking and Traffic Management Plan: indicating availability of parking and/or transit to accommodate the expected event attendance <ul style="list-style-type: none"> <input type="checkbox"/> If parking will be accommodated on a different property from the Special Event, a signed shared parking agreement must be provided between the applicant and landowner.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 6. Emergency Response Plan: Please refer to the attached checklist, Emergency Response Plan (ERP) Requirements: Project Accommodations . For more information please contact the Emergency Management Department at 780-762-3616 .
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 7. Miscellaneous Information: any other information deemed necessary by the Development Authority to properly evaluate the application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 8. Descriptive Letter: containing the following information: <ul style="list-style-type: none"> <input type="checkbox"/> Days and hours of operation of the proposed event <input type="checkbox"/> Description of mitigation measures for any potential health and safety risks <input type="checkbox"/> Identification and mitigation of potential nuisance factors, such as pollution, noise, visual blight, dust, traffic congestion, garbage disposal, etc.

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.

This Application Form shall be complete and include an attached Development Permit Checklist. Please Note:

- NO DEVELOPMENT shall commence without a valid Development Permit.
An Administrative Fee will be withheld for any refunds.
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: 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: _____

Detailed Property Information

Lot Area: _____ Building Area²: _____
Accessory Coverage³: _____ Site Coverage⁴: _____
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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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