



City Centre Commercial & Industrial

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"/>	<input type="checkbox"/> 1. Pre-Application Meeting Required: Please be advised that a pre-application meeting is mandatory prior to the formal submission of a Development Permit Application. The pre-application requirements are attached and outline the level of detail required.
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 2. 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:
<input type="checkbox"/> <input type="checkbox"/>	<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"/> <input type="checkbox"/>	<input type="checkbox"/> Parking Stall Calculations: Written information provided on this plan shall include parking stall requirement calculations
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Level of Illumination: where lighting may affect adjacent residential properties
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Information on the Plan:
	<input type="checkbox"/> Location of proposed building and any existing structures 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 and land uses of adjacent properties
	<input type="checkbox"/> Location of all additional structures including, but not limited to, street lights, utility pedestals, retaining walls, fences, sidewalks, and other physical features
	<input type="checkbox"/> Dimensions of proposed parking areas, location of barrier free stalls, entrances and exits onto municipal roads, fire department access routes, off street loading areas, location of drive-thru queuing lanes, etc.
	<input type="checkbox"/> Dimensions and locations of adjacent boulevard areas (from property line to back of road curb or sidewalk), pedestrian crosswalks, sidewalks, and transit stops
	<input type="checkbox"/> Location of garbage collection facilities and snow stockpiling location(s)
	<input type="checkbox"/> Dimensions of the proposed Building Footprint and any existing structures: including existing and proposed boxouts, cantilevers, open or covered decks, verandas, landings and stairs. Indicate with a note or line weight variation the foundation wall versus boxouts or cantilevers
	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Building Plans: Plans shall be properly drafted to scale and contain the following information:
<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor Plans for ALL Floors (upper, main, and basement) including: <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"/> Locations of fire water supply, fire department, connection, fire alarm control panel, and firefighter entrance(s)<input type="checkbox"/> If a Food Service, Restaurant or Drinking Lounge is proposed, include a seating plan which clearly delineates, and provides areas and dimensions of the spaces to which the public will have access for the consumption of food or beverages
<input type="checkbox"/>	<input type="checkbox"/>	<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"/> Roofing materials and roof pitch<input type="checkbox"/> Dimensions of eaves<input type="checkbox"/> Description and colour illustration of exterior finishing materials<input type="checkbox"/> Location of all proposed openings (doors, windows)<input type="checkbox"/> Locations of fire water supply, fire department, connection, fire alarm control panel, and firefighter entrance(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Grading Plans: <ul style="list-style-type: none"><input type="checkbox"/> Existing and/or Approved Subdivision Grades along all property lines<input type="checkbox"/> Proposed elevations at the corners of all proposed structures<input type="checkbox"/> Proposed slopes and grades (indicated as a percent)<input type="checkbox"/> Spot elevations throughout the site on both paved and soft landscape surfaces demonstrating positive and effective drainage<input type="checkbox"/> The location of all catch basins onsite with rim elevation<input type="checkbox"/> The extent of any onsite water retention areas<input type="checkbox"/> Location and heights of existing and proposed retaining walls
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Servicing Plans: <ul style="list-style-type: none"><input type="checkbox"/> Location of all existing services on site and on adjacent lands that may be affected by this development<input type="checkbox"/> Proposed location of all deep services including water, storm, and sanitary services. Include information on service sizes, pipe length and slopes, rim and invert elevations on all manholes and catch basins<input type="checkbox"/> Proposed location of all shallow utilities including telephone, cable, power and gas services including proposed locations of all transformers and other appurtenances<input type="checkbox"/> Please refer to the Regional Municipality of Wood Buffalo Engineering Servicing Standards for more information<ul style="list-style-type: none"><input type="checkbox"/> Verify fire flows at the water source are in compliance
		<input type="checkbox"/>	6. Detailed Landscape Plan <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"/> Detailed Information: shall be placed within a Title Block on the plan<ul style="list-style-type: none"><input type="checkbox"/> Landscape area calculations<input type="checkbox"/> Required tree and shrub ratio calculations as per Land Use Bylaw 99/059<input type="checkbox"/> Proposed tree and shrub ratio calculations



			<ul style="list-style-type: none"> <input type="checkbox"/> Itemized cost estimate for all landscaping materials and labour <input type="checkbox"/> Detailed installation notes of vegetation and street furniture based on the RMWB Engineering Servicing Standards 10.4.9 <input type="checkbox"/> Method of watering (include irrigation plans and/or location of water bibs on buildings if applicable) <input type="checkbox"/> Plant list includes botanical and common name, size, condition and quantity columns (as per Section 72 of the RMWB Land Use Bylaw)
		<input type="checkbox"/>	<p>Information on the Plan:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Location of all existing buildings and structures 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 and land uses of adjacent properties <input type="checkbox"/> Location of all additional structures including street lights, utility pedestals, retaining walls, fences, sidewalks, playgrounds, and other physical features <input type="checkbox"/> Surface treatments of all areas both hard and soft (i.e. mulch, stone, concrete, etc.) <input type="checkbox"/> Pedestrian pathways and connections to off-site routes <input type="checkbox"/> Existing and proposed site grading <input type="checkbox"/> All storage areas (snow, garbage, and goods) <input type="checkbox"/> Existing plant material drawn and labeled <input type="checkbox"/> Proposed plant material drawn to scale based on mature canopy size <input type="checkbox"/> Proposed plants labeled with a key, cross-referenced to a plant list <input type="checkbox"/> Proposed location and dimensions of street furniture <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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>7. Site Security Fencing Plan: Plan showing extent of security fencing to be placed on site during construction</p> <ul style="list-style-type: none"> <input type="checkbox"/> An automatically renewable and irrevocable letter of credit in the amount of \$50 per linear metre will be required prior to the issuance of the development permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>8. Lighting Plan: a detailed exterior lighting plan may be required</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>9. Building and Landscape Frontage Type Statement: The applicant shall indicate which frontage type have been used for the development and explain how the frontage requirements are met. For developments in the Downtown Revitalization Zone please refer to 9.10.5.3 to 9.10.5.7 of the Land Use Bylaw. For developments in the Franklin Avenue Re-Urbanization Zone, please refer to 9.11.5.3 to 9.11.5.10 of the Land Use Bylaw</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>10. Urban Design Regulations Statement: The applicant shall indicate how the Urban Design Regulations will be met (Please refer to section 9.21 of the Land Use Bylaw)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>11. Sustainability Management</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide contact information and credentials/experience for the person(s) responsible for overseeing sustainability compliance <input type="checkbox"/> Present a brief narrative outlining (as a minimum) the key system designs for building envelope, energy related equipment (including lighting & HVAC) and water use reduction and how they will comply with the sustainability requirements <input type="checkbox"/> Completed LEED™ scorecard detailing anticipated score, points to be followed (LEED path only) <input type="checkbox"/> Confirmation of registering the project with the CaGBC (LEED path only)



<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Sustainable Design Documentation <ul style="list-style-type: none"><input type="checkbox"/> Documents are to be stamped and sealed by the Professional Engineer of Record<input type="checkbox"/> Calculations are provided at design stage to ensure projects comply with the intent of the LUB<input type="checkbox"/> Applicants must use a recognized software system to estimate the anticipated energy use for the development. Provide only the summary of the design stage energy model, denoting proposed energy savings and anticipated LEED points. Spreadsheets may be obtained from www.cagbc.org<input type="checkbox"/> Provide design stage results of the water use reduction calculations. Spreadsheets may be obtained from the Canada Green Building Council at www.cagbc.org<input type="checkbox"/> Provide the summary results of the design stage air change calculations as per ASHRAE 62.1 (see bylaw). Spreadsheet and standard may be purchased through www.ashrae.org<input type="checkbox"/> Additional documentation that applicants believe will support the development may be provided, e.g. Built-Green or alternate certification program documentation. This does not exempt applicants from submitting the required documents as detailed in the Land Use Bylaw and above
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Sustainable Performance Compliance <ul style="list-style-type: none"><input type="checkbox"/> Upon approval of final shop drawings by the Architect, actual performance must be re-calculated using performance data for the installed equipment and fixtures<input type="checkbox"/> Sustainable performance documentation will be reviewed and approved prior to issuance of the Development Completion Certificate<input type="checkbox"/> Documents are to be stamped and sealed by the Professional Engineer of Record<input type="checkbox"/> Provide the summary of the final energy model denoting energy savings and LEED points<input type="checkbox"/> Provide as-built water use reduction calculations<input type="checkbox"/> Provide as-built air change calculations as per ASHRAE 62.1 (see bylaw)<input type="checkbox"/> Additional information may be requested by the Municipality to verify that as-built equipment corresponds with submitted energy model, air quality calculations and water usage<input type="checkbox"/> Notify the Municipality of final LEED certification awarded by the CaGBC (LEED path only)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Green Utilities Statement: The applicant may be required to provide a statement indicating how the proposed development will connect to infrastructure and services provided to enhance sustainability, including green utilities and telecommunications <ul style="list-style-type: none"><input type="checkbox"/> The applicant may also be required to provide a plan demonstrating that Building systems will be configured to connect to a District Energy System, when it becomes available. Please refer to 9.7.12 of the Land Use Bylaw for additional information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Copy of Current Certificate of Title(s): no more than 30 days old at time of application: <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"/>	<input type="checkbox"/>	<p>16. Abandoned Well Site Information: If the new structure is larger than 47 square metres (505.904 square feet):</p> <ul style="list-style-type: none"> <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"> 1. The location of abandoned wells on the land, and 2. Confirm that the land is not affected by abandoned wells The AER’s Abandoned Well Viewer is available on www.aer.ca or contact the AER Customer Contact Centre at 1-855-297-8311 or e-mail inquiries@ aer.ca 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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>17. 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>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>18. Miscellaneous Information: The following information <u>may</u> be required:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fencing Details: including screening for garbage collection areas, etc. <input type="checkbox"/> Phasing Plan: if the proposed development is to be phased (portions are to be occupied prior to the completion of the entire development) include a plan showing the sequence of the phases and the area in which each phase encompasses <input type="checkbox"/> Traffic Impact Assessment <input type="checkbox"/> Detailed Studies: studies showing the potential impact of the proposed development on traffic patterns, utilities and drainage in the area <input type="checkbox"/> Geotechnical Report(s): covering such aspects as slope stability, soils, etc. <input type="checkbox"/> Flood Plain Information: if located within the Land Use Bylaw’s flood plain areas, detailed plans or engineering studies showing engineered flood protection measures <input type="checkbox"/> Colour photographs of the site in its current state. <p>PLEASE NOTE: For any building greater than 600m² in gross floor area a sprinklered fire suppression system will be required as per the Alberta Building Code and Alberta Fire Code.</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, Jubilee Centre, 9909 Franklin Avenue, Fort McMurray, T9H 2K4, or call (780) 793-1069.