



Demolition

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. 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 all existing buildings and indicate which building(s) to be demolished. Where a building is not set perpendicular to any of the property lines, a minimum of two dimensions from one side to the adjacent property line is required <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"/>	2. 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
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3. Schedule: The time schedule of truck and other vehicles for transportation of over dimensional loads
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4. Stockpiling Plan: If demolished materials are not to be removed immediately, please provide a plan indicating the location of stockpiled material and time period that stockpiling will take place.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	5. Demolition Fire Safety Plan: A fire safety plan shall be prepared for the site and shall include: <ul style="list-style-type: none"> <input type="checkbox"/> A site plan depicting the location and relationship of neighbouring properties to the location of muster points, fire hydrants, and fire department access routes <input type="checkbox"/> The designation and organization of site personnel to carry out fire safety duties, including a fire watch services if applicable <input type="checkbox"/> The emergency procedures to be following in the event of a fire including initiating a fire warning: <ul style="list-style-type: none"> <input type="checkbox"/> Notifying the fire department <input type="checkbox"/> Instructing site personnel on the procedures to be followed once the warning has been initiated <input type="checkbox"/> Confining, controlling, and extinguishing the fire <input type="checkbox"/> Measures for controlling fire hazards in and around the buildings <input type="checkbox"/> A maintenance procedure for firefighting measures required for all of Section 5.6 of the <i>Alberta Fire Code</i>



<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. 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"/>	7. Applicable Fees: 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"/>	8. Miscellaneous Information: 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.