



# 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	APPLICATION SUBMISSION REQUIREMENTS		
<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>1. Site Plan:</b> shall provide the following information:	
<input type="checkbox"/> <input checked="" type="checkbox"/>	<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"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Information on the Plan:</b>	
	<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 <b>all</b> registered easements and rights of ways on the property and reference registered plan number	
<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>2. Route Map and Traffic Accommodation Plan:</b> The map and plan shall indicate the route for accessing Municipal Roads with over dimensional roads. A Route Haul Permit may be required; please contact Roads and Maintenance at (780) 743-7931	
<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>3. Schedule:</b> The time schedule of truck and other vehicles for transportation of over dimensional loads	
<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>4. Stockpiling Plan:</b> 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<b>5. Demolition Fire Safety Plan:</b> A fire safety plan shall be prepared for the site and shall include:	
<input type="checkbox"/> <input checked="" type="checkbox"/>	<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"/> <input checked="" type="checkbox"/>	<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"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	The emergency procedures to be following in the event of a fire including initiating a fire warning:	
	<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"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	Measures for controlling fire hazards in and around the buildings	



<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<b>6. 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"/>	<b>7. Applicable Fees:</b> (as outlined in the Fees, Rates and Charges Bylaw as amended) shall be made payable to the Regional Municipality of Wood Buffalo.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>8. Miscellaneous Information:</b> any other information deemed necessary by the Development Authority to properly evaluate the application.

The personal information on this form is authorized under Section 4(c) of the Protection of Privacy Act and is managed in accordance with the Act. The personal information will be used as contact information and to process your application. If you have questions about the collection or use of your personal information, please contact PULSE at 780-743-7000, 1-800-973-9663, or online at [rmwb.ca/pulse](http://rmwb.ca/pulse).



# 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 26/001 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: \_\_\_\_\_ CVV: \_\_\_\_\_

**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

The personal information on this form is authorized under Section 4(c) of the *Protection of Privacy Act* and is managed in accordance with the Act. The personal information will be used as contact information and to process your application. If you have questions about the collection or use of your personal information, please contact PULSE at 780-743-7000, 1-800-973-9663, or online at [rmwb.ca/pulse](http://rmwb.ca/pulse).

<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