



First Use or Change of Use

Land Use Bylaw Amendment #21/015 exempts some Permitted Uses in prescribed commercial districts. To view eligibility before submitting a development permit application, please click [here](#).

DEVELOPMENT PERMIT APPLICATION CHECKLIST & QUESTIONNAIRE

This checklist of application submission requirements shall be **completed** and **attached** to all Development Permit applications. 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 materials to be **clear, legible** and **precise**, and to be prepared to professional drafting standards.
- **NOTE:** all measurements are to be expressed in metric; all measurements are shown to outside face of building foundation wall at ground level, etc.

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 type="checkbox"/> 1. Site Plan: Plot 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"/> Standard Information: shall be placed within a Title Block <ul style="list-style-type: none"><input type="checkbox"/> Title of the Plan (i.e. Site Plan)<input type="checkbox"/> Application Type (i.e. Change of Use Development Permit)<input type="checkbox"/> Civic Address and Legal land description (lot/block/plan)<input type="checkbox"/> Company or Owner Information: name, address, telephone, fax and email, etc. as well as initials for employee responsible for the plan, job number or other referencing information<input type="checkbox"/> Legend identifying all symbols used in the development of the plan shown<input type="checkbox"/> North arrow and plan scale
<input type="checkbox"/>	<input type="checkbox"/> Information on the Plan: <ul style="list-style-type: none"><input type="checkbox"/> Location and dimensions of all existing buildings, including the proposed new business and/or tenant<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"/> If the application pertains to a portion of a building:<ul style="list-style-type: none">1) identify the unit or bay that is the subject of the application, and2) the uses of the adjacent units or bays
<input type="checkbox"/>	<input type="checkbox"/> 2. All Floor Plans (main, upper, basement, and mezzanines): Plans shall be properly drafted to scale and contain the following information: NOTE: <i>If developing a mezzanine or second floor space, a separate Development Permit is required for an Addition. An Application for an Addition will initiate a comprehensive review of the overall site.</i>
<input type="checkbox"/>	<input type="checkbox"/> Standard Information: shall be placed within a Title Block



<input type="checkbox"/>	<input type="checkbox"/> Title of the Plan (i.e. Main Floor Plan) <input type="checkbox"/> Application Type (i.e. First Use Change of Use Development Permit) <input type="checkbox"/> Civic Address and Legal land description (lot/block/plan) <input type="checkbox"/> Company or Owner Information: name, address, telephone, fax and email, etc. as well as initials for employee responsible for the plan, job number or other referencing information <input type="checkbox"/> Legend: identifying all symbols used in the development of the plan shown <input type="checkbox"/> North arrow and plan scale
<input type="checkbox"/>	<input type="checkbox"/> Information on the Plan: <input type="checkbox"/> Proposed layout and labeling of unit and/or space <input type="checkbox"/> Detailed location and labeling of ALL interior rooms and their uses <input type="checkbox"/> Dimensions of exterior and interior wall space <input type="checkbox"/> Any existing mezzanines must be identified and labelled as open or closed and their corresponding uses <input type="checkbox"/> Detailed location of emergency lights, fire extinguishers, and exit sign(s)
<input type="checkbox"/>	<input type="checkbox"/> 3. Questionnaire: fill out and submit the questionnaire attached with the required information
<input type="checkbox"/>	<input type="checkbox"/> 4. Copy of Current Certificate of Title(s): no more than 30 days old at time of application: <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"/> 5. Applicable Fees: Fees outlined in the Land Use Bylaw 99/059. Development fees shall be made payable to the Regional Municipality of Wood Buffalo
ADDITIONAL REQUIREMENT FOR CANNABIS RETAIL STORES	
<input type="checkbox"/>	<input type="checkbox"/> 6. Statement of Odour Control: Describe how odour, for example from open product, will be controlled and managed and include name of HVAC system.

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.



First Use or Change of Use Questionnaire

Please complete the following Questionnaire as required in the First Use or Change of Use Checklist.

PLEASE PRINT

☐ **Business Activities:**

Business Type (i.e. retail, warehouse, restaurant):

Description of activities on site:

Products or services offered:

Types of materials or products stored on site:

Number of Employees:

Hours of operation:

Days of operation:

☐ **Previous Use or First Use:**

Is this the first use in the
space of a new building?

☐ Yes ☐ No

If no, please indicate the previous use of the building or unit before your proposed use:

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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 Description¹: Lot: _____ Block: _____ Plan: _____

Alberta Township Grid System: LSD _____ Sec _____ TWP _____ Range _____ W4M

Civic Address: _____

Project Description: _____

Has development commenced? ☐ Yes ☐ No



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

Planning & Development Services

Regional Municipality of Wood Buffalo

Office: 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4

T: 780-793-1043 E: permit.inquiries@rmwb.ca

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: _____ 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

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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