



Sand and Gravel Extraction

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 type="checkbox"/> <input type="checkbox"/>	1. 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: <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"/> Indicate delineation of the area to be used for extraction and other relevant data such as property boundaries, top of bank, etc.<input type="checkbox"/> Indicate any stockpiling of material and/or indicate offsite locations for stockpiling. Offsite stockpiles must include evidence of land owner’s permission and the use of the location complies with the Land Use Bylaw. The use of offsite locations shall be considered as part of the primary site’s application
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2. Stockpiling Plan: This plan will indicate the location and time period that stockpiling will take place
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3. 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"/>	4. Schedule: The time schedule of truck and other vehicles for transportation of over dimensional loads
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	5. 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"/>	6. Pay Applicable Fees: (as outlined in the Fees, Rates and Charges Bylaw as amended) shall be made payable to the Regional Municipality of Wood Buffalo.



7. Miscellaneous Information: 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.



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 Description¹: 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: _____ 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