



# Special Event (Private Land)

## DEVELOPMENT PERMIT APPLICATION CHECKLIST

**Purpose:** A Special Event Development Permit is used to obtain approval to host a special event on private property that either:

- Involves cumulatively more than 50 persons on a property that is not within an urban or rural residential district; or
- Involves more than 1 person per 15 m<sup>2</sup> to a maximum of 150 persons and is taking place for non-commercial and personal use on a property within an urban or rural residential district.

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"/> <b>1. Site Plan:</b> shall provide the following information: <ul style="list-style-type: none"><li><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</li><li><input type="checkbox"/> <b>Information on the Plan:</b><ul style="list-style-type: none"><li><input type="checkbox"/> <b>Location of proposed Special Event:</b> including facilities and structures comprising the Special Event or required to support it</li><li><input type="checkbox"/> Location of all existing buildings 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</li><li><input type="checkbox"/> Location and dimensions of the property lines</li><li><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</li><li><input type="checkbox"/> Location of garbage collection facilities and snow stockpiling location(s)</li></ul></li></ul>
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <b>2. Building Plans:</b> of any proposed temporary structures over 10m <sup>2</sup> . Plans shall be properly drafted to scale and contain the following information: <ul style="list-style-type: none"><li><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</li><li><input type="checkbox"/> <b>Floor Plans</b><ul style="list-style-type: none"><li><input type="checkbox"/> Dimensions of exterior wall space (including cantilevers and projections)</li><li><input type="checkbox"/> Layout and dimensions of interior spaces including labeling of their uses</li></ul></li></ul>



	<input type="checkbox"/> <b>Building Elevations</b> (including front, sides, and rear) indicating: <ul style="list-style-type: none"> <li><input type="checkbox"/> Building height (finish grade to: underside of eave, top of roof peak and each floor)</li> <li><input type="checkbox"/> Location of all proposed openings (doors, windows)</li> <li><input type="checkbox"/> Dimensions of eaves</li> </ul>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>3. Context Plan:</b> identifying site of the Special Event, surrounding properties, and adjacent land uses
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>4. Signage Plan:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Location Plan</b> indicating location of signage</li> <li><input type="checkbox"/> <b>Sign Details including:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sign Dimensions: including width, length, projection from fixed surface, total area, and the area of the sign to be used for advertising</li> <li><input type="checkbox"/> Total Height of the Sign: measured from grade to the top of sign</li> <li><input type="checkbox"/> Clearance Height of the Sign: measured from grade to the bottom of the sign</li> </ul> </li> </ul>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>5. Parking and Traffic Management Plan:</b> indicating availability of parking and/or transit to accommodate the expected event attendance <ul style="list-style-type: none"> <li><input type="checkbox"/> If parking will be accommodated on a different property from the Special Event, a signed shared parking agreement must be provided between the applicant and landowner.</li> </ul>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>6. Emergency Response Plan:</b> Please refer to the attached checklist, <b>Emergency Response Plan (ERP) Requirements: Project Accommodations</b> . For more information please contact the <b>Emergency Management Department</b> at <b>780-762-3616</b> .
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>7. Miscellaneous Information:</b> any other information deemed necessary by the Development Authority to properly evaluate the application.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>8. Descriptive Letter:</b> containing the following information: <ul style="list-style-type: none"> <li><input type="checkbox"/> Days and hours of operation of the proposed event</li> <li><input type="checkbox"/> Description of mitigation measures for any potential health and safety risks</li> <li><input type="checkbox"/> Identification and mitigation of potential nuisance factors, such as pollution, noise, visual blight, dust, traffic congestion, garbage disposal, etc.</li> </ul>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>9. 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> </ul> <p>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</p>



# 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



REGIONAL MUNICIPALITY  
OF **WOOD BUFFALO**

Planning & Development Services  
Regional Municipality of Wood Buffalo  
Office: 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4  
T: 780-7993-1043 E: [permit.inquiries@rmwb.ca](mailto:permit.inquiries@rmwb.ca)

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: \_\_\_\_\_

☐ **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