



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:
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Standard Information: shown on all plans as per the "How to Draw a Site Plan and Floor Plan" document
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Information on the Plan:
	<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"/> Location of fencing that will be in place for the duration of the demolition
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 2. 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"/> 3. Demolition Fire Safety Plan: A fire safety plan shall be prepared for the site and shall include:
<input type="checkbox"/> <input 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 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 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 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"/> 4. Copy of Current Certificate of Title(s): no more than 30 days old at time of application:



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

- ☐ ☐ ☐ **6. Miscellaneous Information:** any other information deemed necessary by the Development Authority to properly evaluate the application.

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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

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.

- 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