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

Urban Commercial, Industrial or Institutional

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 ✓	OFFICE ✗	APPLICATION SUBMISSION REQUIREMENTS
☐	☐	☐ **1. Pre-Application Meeting Required:** Please be advised that a pre-application meeting is mandatory prior to the formal submission of a Development Permit Application. The pre-application requirements are attached and outline the level of detail required.
☐	☐	☐ **2. 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:
☐	☐	☐ **Standard Information**: shown on all plans as per the "*How to Draw a Site Plan and Floor Plan"* document
		☐ **Parking Stall Calculations:** Written information provided on this plan shall include parking stall requirement calculations
☐	☐	☐ **Information on the Plan**:
		☐ Location of proposed building and any existing structures 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
		☐ Location and dimensions of the property lines and land uses of adjacent properties
		☐ Location of all additional structures including, but not limited to, street lights, utility pedestals, retaining walls, fences, sidewalks, and other physical features
		☐ Dimensions of proposed parking areas, location of barrier free stalls, entrances and exits onto municipal roads, fire department access routes, off street loading areas, location of drive-thru queuing lanes, etc.
		☐ Dimensions and locations of adjacent boulevard areas (from property line to back of road curb or sidewalk), pedestrian crosswalks, sidewalks, and transit stops
		☐ Location of garbage collection facilities and snow stockpiling location(s)
		☐ Dimensions of the proposed Building Footprint and any existing structures: including existing and proposed boxouts, cantilevers, open or covered decks, verandas, landings and stairs. Indicate with a note or line weight variation the foundation wall versus boxouts or cantilevers
		☐ Illustrate and provide dimensions of **all** registered easements and rights of ways on the property and reference registered plan number

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☐	☐	☐ **3. Building Plans:** Plans shall be properly drafted to scale and contain the following information:
☐	☐	☐ **Standard Information**: shown on all plans as per the "*How to Draw a Site Plan and Floor Plan"* document
☐	☐	☐ **Floor Plans for ALL Floors** (upper, main, and basement) including: ☐ Dimensions of exterior wall space (including cantilevers and projections) ☐ Layout and dimensions of interior spaces including labeling of their uses ☐ Locations of fire water supply, fire department, connection, fire alarm control panel, and firefighter entrance(s) ☐ If a Food Service, Restaurant or Drinking Lounge is proposed, include a seating plan which clearly delineates, and provides areas and dimensions of the spaces to which the public will have access for the consumption of food or beverages
☐	☐	☐ **Building Elevations** (including front, sides, and rear) indicating: ☐ Building height (finish grade to: underside of eave, top of roof peak and each floor) ☐ Roofing materials and roof pitch ☐ Dimensions of eaves ☐ Description and colour illustration of exterior finishing materials ☐ Location of all proposed openings (doors, windows) ☐ Locations of fire water supply, fire department, connection, fire alarm control panel, and firefighter entrance(s)
☐	☐	☐ **4. Grading Plans:** ☐ Existing and/or Approved Subdivision Grades along all property lines ☐ Proposed elevations at the corners of all proposed structures ☐ Proposed slopes and grades (indicated as a percent) ☐ Spot elevations throughout the site on both paved and soft landscape surfaces demonstrating positive and effective drainage ☐ The location of all catch basins onsite with rim elevation ☐ The extent of any onsite water retention areas ☐ Location and heights of existing and proposed retaining walls
☐	☐	☐ **5. Servicing Plans:** ☐ Location of all existing services on site and on adjacent lands that may be affected by this development ☐ Proposed location of all deep services including water, storm, and sanitary services. Include information on service sizes, pipe length and slopes, rim and invert elevations on all manholes and catch basins ☐ Proposed location of all shallow utilities including telephone, cable, power and gas services including proposed locations of all transformers and other appurtenances ☐ **Please refer to the Regional Municipality of Wood Buffalo Engineering Servicing Standards for more information** ☐ Verify fire flows at the water source are in compliance
		☐ **6. Detailed Landscape Plan** ☐ **Standard Information**: shown on all plans as per the "*How to Draw a Site Plan and Floor Plan"* document ☐ **Detailed Information**: shall be placed within a Title Block on the plan

- ☐ Landscape area calculations
- ☐ **Required** tree and shrub ratio calculations as per Land Use Bylaw 26/001
- ☐ **Proposed** tree and shrub ratio calculations

- ☐ Itemized cost estimate for all landscaping materials and labour
- ☐ Detailed installation notes of vegetation and street furniture based on the RMWB Engineering Servicing Standards
- ☐ Method of watering (include irrigation plans and/or location of water bibs on buildings if applicable)
- ☐ Plant list includes botanical and common name, size, condition and quantity columns (as per Section 5.27. of Land Use Bylaw 26/001)

☐ **Information on the Plan**:

- ☐ Location of all existing buildings and structures 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
- ☐ Location and dimensions of the property lines and land uses of adjacent properties
- ☐ Location of all additional structures including street lights, utility pedestals, retaining walls, fences, sidewalks, playgrounds, and other physical features
- ☐ Surface treatments of all areas both hard and soft (i.e. mulch, stone, concrete, etc.)
- ☐ Pedestrian pathways and connections to off-site routes
- ☐ Existing and proposed site grading
- ☐ All storage areas (snow, garbage, and goods)
- ☐ Existing plant material drawn and labeled
- ☐ Proposed plant material drawn to scale based on mature canopy size
- ☐ Proposed plants labeled with a key, cross-referenced to a plant list
- ☐ Proposed location and dimensions of street furniture
- ☐ Illustrate and provide dimensions of **all** registered easements and rights of ways on the property and reference registered plan number

☐ ☐ ☐ **7. Copy of Current Certificate of Title(s):** no more than 30 days old at time of application:

- ☐ 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
- ☐ 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

☐ ☐ ☐ **8. Abandoned Well Site Information:** If the new structure is larger than 47 square metres (505.904 square feet):

- ☐ A map shall be provided from Alberta Energy Regulator's (AER) Abandoned Well Viewer to confirm:
  1. The location of abandoned wells on the land, and
  2. Confirm that the land is not affected by abandoned wells

  The AER's Abandoned Well Viewer is available on **www.aer.ca** or contact the AER Customer Contact Centre at 1-855-297-8311 or e-mail **inquiries@aer.ca** or mail

			Information Services, AER, Suite 1000, 250 – 5 Street SW, Calgary AB, T2P 0R4. The new structure shall be setback a minimum of 5 metres from all abandoned well sites
☐	☐	☐	**9. 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
☐	☐	☐	**10. Development Charges:** Development Charges shall be paid prior to issuance of the Development Permit for any additional development.
☐	☐	☐	**11. Miscellaneous Information:** any other information deemed necessary by the Development Authority to properly evaluate the application. The following information may be required:
☐	☐	☐	**Fencing Details**: including screening for garbage collection areas, etc.
☐	☐	☐	**Phasing Plan**: if the proposed development is to be phased (portions are to be occupied prior to the completion of the entire development) include a plan showing the sequence of the phases and the area in which each phase encompasses
☐	☐	☐	**Traffic Impact Assessment**
☐	☐	☐	**Detailed Studies:** studies showing the potential impact of the proposed development on traffic patterns, utilities and drainage in the area
☐	☐	☐	**Geotechnical Report(s):** covering such aspects as slope stability, soils, etc.
☐	☐	☐	**Flood Management Information:** if located within the flood management area as identified in Land Use Bylaw 26/001, detailed plans or engineering studies showing engineered flood protection measures
☐	☐	☐	Colour photographs of the site in its current state.
			PLEASE NOTE: For any building greater than 600m2 in gross floor area a sprinklered fire suppression system will be required as per the Alberta Building Code and Alberta Fire Code.

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.

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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 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[1]: Lot: _____ Block: _____ Plan: _____
Alberta Township Grid System: LSD_____ Sec_____ TWP_____ Range_____ W4M
Civic Address: _____
Project Description: _____
_____

Has development commenced? ☐ Yes ☐ No

_____

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Existing Use of Land or Building: _____

Size of Proposed Development (m^2): _____

Estimated Construction Start Date: _____ End Date: _____

Estimated Construction Cost: _____

☐ Detailed Property Information

Lot Area: _____ Building Area[2]: _____

Accessory Coverage[3]: _____ Site Coverage[4]: _____

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