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

Single Family Residential

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. 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
☐	☐	☐ **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
		☐ Dimensions of the proposed Building Footprint and any existing structures: including existing and proposed boxouts, eaves, cantilevers, open or covered decks, verandas, landings and stairs. Indicate with a note or line weight variation the foundation wall versus boxouts or cantilever
		☐ Indicate location and dimensions of hard surfaces, such as driveways and walkways
		☐ Illustrate and provide dimensions of **all** registered easements and rights of ways on the property and reference registered plan number
		☐ Illustrate how the detail drainage patterns will work with the development. Note: Subdivision Design Grades must be maintained along all property lines. If a retaining wall is being proposed or is required, provide grades at top and bottom of retaining walls and the length of the wall. Retaining walls 1.0m high or greater must meet the requirements of section 74.4 of the Land Use Bylaw
		☐ Location of any existing utility poles, retaining walls, fences, trees, landscaping, sidewalks and other physical features both within the subject property, and all adjacent Municipal Boulevards.
☐	☐	☐ **2. 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:

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		☐ Dimensions of exterior wall space (including cantilevers and projections) ☐ Label and provide dimensions for all interior spaces (i.e. kitchen, laundry room, and appliances)
☐ ☐		☐ **Building Elevations** (including front, sides, and rear) indicating: ☐ Building height (finish grade to underside of eave and top of roof peak) ☐ Roofing materials and roof pitch ☐ Description of exterior finishing materials ☐ Location of all proposed openings (doors, windows) ☐ Dimensions of eaves
☐ ☐		☐ **Architectural/Structural Sections and Details**
☐ ☐	☐	**3. Boulevard Crossing Permit:** A boulevard crossing permit may be required if the proposed driveway is changing in location or size from the approved driveway plan. Please make an application with the Engineering Department. The application form can be found: http://www.rmwb.ca/Assets/Departments/Engineering/pdf/Boulevard+Crossing+Permit.pdf
☐ ☐	☐	**4. Maintenance Access Easement:** A private maintenance access easement may be required if it is permitted by the Land Use Bylaw 26/001 and the proposed development has a reduced interior side yard.
☐ ☐	☐	**5. 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
☐ ☐	☐	**6. Abandoned Well Site Information:** If the new structure is larger than 47 square metres (505.904 square feet) **AND** if the development is outside of the Urban Service Area: ☐ 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
☐ ☐	☐	**7. 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
☐ ☐	☐	**8. 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.

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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