



# Rural 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	APPLICATION SUBMISSION REQUIREMENTS
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>1. Pre-Application Meeting Required:</b> 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.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>2. Site Plan:</b> 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"><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<ul style="list-style-type: none"><li><input type="checkbox"/> <b>Parking Stall Calculations:</b> Written information provided on this plan shall include parking stall requirement calculations</li></ul></li><li><input type="checkbox"/> <b>Information on the Plan:</b><ul style="list-style-type: none"><li><input type="checkbox"/> Key Plan: providing site context with adjacent area including overall dimensions</li><li><input type="checkbox"/> 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</li><li><input type="checkbox"/> Location and dimensions of the property lines and land uses of adjacent properties</li><li><input type="checkbox"/> Location of all additional structures including, but not limited to, street lights, utility pedestals, retaining walls, fences, sidewalks, and other physical features</li><li><input type="checkbox"/> 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.</li><li><input type="checkbox"/> Dimensions and locations of adjacent boulevard areas (from property line to back of road curb or sidewalk), pedestrian crosswalks, sidewalks, and transit stops</li><li><input type="checkbox"/> Location of garbage collection facilities and snow stockpiling location(s)</li><li><input type="checkbox"/> 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 cantilever</li></ul></li></ul>
<input type="checkbox"/> <input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/>	



	<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
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>3. Building Plans:</b> 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 for ALL Floors</b> (upper, main, and basement) including:<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><li><input type="checkbox"/> Locations of fire water supply, fire department, connection, fire alarm control panel, and firefighter entrance(s)</li><li><input type="checkbox"/> 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</li></ul></li><li><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"/> Roofing materials and roof pitch</li><li><input type="checkbox"/> Description and colour illustration of exterior finishing materials</li><li><input type="checkbox"/> Location of all proposed openings (doors, windows)</li><li><input type="checkbox"/> Locations of fire water supply, fire department, connection, fire alarm control panel, and firefighter entrance(s)</li><li><input type="checkbox"/> Dimensions of eaves</li></ul></li></ul>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>4. Grading Plans:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Existing and/or Approved Subdivision Grades along all property lines</li><li><input type="checkbox"/> Proposed elevations at the corners of all proposed structures</li><li><input type="checkbox"/> Proposed slopes and grades (indicated as a percent)</li><li><input type="checkbox"/> Spot elevations throughout the site on both paved and soft landscape surfaces demonstrating positive and effective drainage</li><li><input type="checkbox"/> The location of all catch basins onsite with rim elevation</li><li><input type="checkbox"/> The extent of any onsite water retention areas</li><li><input type="checkbox"/> Location and heights of existing and proposed retaining walls</li></ul>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>5. Servicing Plans:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> If <b>not</b> connecting to municipal infrastructure, a detailed servicing statement is required that indicates:<ul style="list-style-type: none"><li><input type="checkbox"/> The method of infrastructure</li><li><input type="checkbox"/> If trucking, how often</li><li><input type="checkbox"/> Volume</li></ul></li><li><input type="checkbox"/> Location of all existing services on site and on adjacent lands that may be affected by this development</li><li><input type="checkbox"/> 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</li><li><input type="checkbox"/> Proposed location of all shallow utilities including telephone, cable, power and gas services including proposed locations of all transformers and other appurtenances</li></ul>



<input type="checkbox"/> <b>Please refer to the Regional Municipality of Wood Buffalo Engineering Servicing Standards for more information</b> <input type="checkbox"/> Verify fire flows at the water source are in compliance
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>6. Copy of Current Certificate of Title(s):</b> no more than 30 days old at time of application: <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"/> <b>7. Abandoned Well Site Information:</b> If the new structure is larger than 47 square metres (505.904 square feet): <input type="checkbox"/> A map shall be provided from Alberta Energy Regulator's (AER) Abandoned Well Viewer to confirm: <ol style="list-style-type: none"><li>1. The location of abandoned wells on the land, and</li><li>2. Confirm that the land is not affected by abandoned wells</li></ol> The AER's Abandoned Well Viewer is available on <a href="http://www.aer.ca">www.aer.ca</a> or contact the AER Customer Contact Centre at 1-855-297-8311 or e-mail <a href="mailto:inquiries@aer.ca">inquiries@aer.ca</a> 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
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>8. Pay Applicable Fees:</b> (as outlined in the Fees, Rates and Charges Bylaw as amended shall be made payable to the Regional Municipality of Wood Buffalo
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>9. Development Charges:</b> Development Charges shall be paid prior to issuance of the Development Permit for any additional development.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>10. Miscellaneous Information:</b> any other information deemed necessary by the Development Authority to properly evaluate the application. The following information may be required: <input type="checkbox"/> <b>Fencing Details:</b> including screening for garbage collection areas, etc. <input type="checkbox"/> <b>Phasing Plan:</b> 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 <input type="checkbox"/> <b>Traffic Impact Assessment</b> <input type="checkbox"/> <b>Detailed Studies:</b> studies showing the potential impact of the proposed development on traffic patterns, utilities and drainage in the area <input type="checkbox"/> <b>Geotechnical Report(s):</b> covering such aspects as slope stability, soils, etc. <input type="checkbox"/> <b>Flood Plain Information:</b> if located within the flood hazard area as identified by the Land Use Bylaw, detailed plans or engineering studies showing engineered flood protection measures <input type="checkbox"/> Colour photographs of the site in its current state. <b>PLEASE NOTE:</b> For any building greater than 600m <sup>2</sup> 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](http://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 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



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: \_\_\_\_\_ 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](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