



Group Home

Group Home means a development providing accommodation for four (4) or more persons who require professional care, guidance, and supervision and which may be for the rehabilitation of its residents. A group home may incorporate accommodations for resident staff as an accessory use.

A Group Home is not permitted in a dwelling or on a lot that contains a Home Business, Major.

DEVELOPMENT PERMIT APPLICATION CHECKLIST & QUESTIONNAIRE

This checklist of application submission requirements shall be **completed** and **attached** to all Development Permit applications. 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 materials to be **clear, legible** and **precise**, and to be prepared to professional drafting standards.
- **NOTE:** all measurements are to be expressed in metric; all measurements are shown to outside face of building foundation wall at ground level, etc.

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 type="checkbox"/>	<input type="checkbox"/> 1. Site Plan: Plot 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: <ul style="list-style-type: none"><input type="checkbox"/> Standard Information: shall be placed within a Title Block<ul style="list-style-type: none"><input type="checkbox"/> Title of the Plan (i.e. Site Plan)<input type="checkbox"/> Application Type (i.e. Change of Use Development Permit)<input type="checkbox"/> Civic Address and Legal land description (lot/block/plan)<input type="checkbox"/> Company or Owner Information: name, address, telephone, fax and email, etc. as well as initials for employee responsible for the plan, job number or other referencing information<input type="checkbox"/> Legend identifying all symbols used in the development of the plan shown<input type="checkbox"/> North arrow and plan scale<input type="checkbox"/> Information on the Plan:<ul style="list-style-type: none"><input type="checkbox"/> Location and dimensions of all existing buildings, including the proposed new business and/or tenant<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"/> If the application pertains to a portion of a building:<ol style="list-style-type: none">1) identify the unit or bay that is the subject of the application, and2) the uses of the adjacent units or bays
<input type="checkbox"/>	<input type="checkbox"/> 2. All Floor Plans (main, upper, basement, and mezzanines): Plans shall be properly drafted to scale and contain the following information: NOTE: <i>If developing a mezzanine or second floor space, a separate Development Permit is required for an Addition. An Application for an Addition will initiate a comprehensive review of the overall site.</i>
<input type="checkbox"/>	<input type="checkbox"/> Standard Information: shall be placed within a Title Block



	<ul style="list-style-type: none"><input type="checkbox"/> Title of the Plan (i.e. Main Floor Plan)<input type="checkbox"/> Application Type (i.e. Group Home Development Permit)<input type="checkbox"/> Civic Address and Legal land description (lot/block/plan)<input type="checkbox"/> Company or Owner Information: name, address, telephone, fax and email, etc. as well as initials for employee responsible for the plan, job number or other referencing information<input type="checkbox"/> Legend: identifying all symbols used in the development of the plan shown<input type="checkbox"/> North arrow and plan scale
<input type="checkbox"/>	<ul style="list-style-type: none">Information on the Plan:<ul style="list-style-type: none"><input type="checkbox"/> Proposed layout and labeling of unit and/or space<input type="checkbox"/> Detailed location and labeling of ALL interior rooms and their uses<input type="checkbox"/> Dimensions of exterior and interior wall space<input type="checkbox"/> Any existing mezzanines must be identified and labelled as open or closed and their corresponding uses<input type="checkbox"/> Detailed location of emergency lights, fire extinguishers, and exit sign(s)
<input type="checkbox"/>	<ul style="list-style-type: none">3. Questionnaire: fill out and submit the questionnaire attached with the required information
<input type="checkbox"/>	<ul style="list-style-type: none">4. Copy of Current Certificate of Title(s): no more than 30 days old at time of application:<ul style="list-style-type: none"><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"/>	<ul style="list-style-type: none">5. Pay Applicable Fees: (as outlined in the Fees, Rates and Charges Bylaw as applicable) shall be made payable to the Regional Municipality of Wood Buffalo
<p>ADDITIONAL REQUIREMENT FOR GROUP HOME</p>	
<input type="checkbox"/>	<ul style="list-style-type: none">6. Notice Posting: if notice posting is required, the applicant is required to post a notice on the property per Part 3.3.3. of Land Use Bylaw 26/001. Speak with the planning Authority for more information on this requirement.

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.



Group Home Questionnaire

Please complete the following Questionnaire as required in the Group Home Checklist.

PLEASE PRINT

Business Activities

Description of activities on site:

Resident and Staff Details

Maximum number of clients residents living on site:

Age range of the clients:

Maximum number of staff working on site:

Number of others living on site (including operator family members):

Number of people who resides on site (live in):

Maximum number of occupants proposed for this site:

Level of On-site supervision to be provided:

None

Intermittent supervision

Continuous supervision (24x7)

Level of On-site professional care to be provided:

None

Non-continuous care

Continuous care (24x7)

Condition, Health, and Well Being Details (Check all that apply)

AMBULATORY RESIDENTS: persons capable of prompt evacuation for self-preservation without assistance in a for or non-fire emergency within 3 minutes of alarm being raised.

NON-AMBULATORY RESIDENTS: persons **NOT capable** of prompt evacuation for self-preservation without assistance in a for or non-fire emergency within 3 minutes of alarm being raised.

Young (<2.5 years old) Elderly Physically handicapped Runaway or wander risk

Development disorder or disability Recovering from addiction Require wheelchair

With medical, therapeutic or personal-care assistance needs Deaf Mentally ill Blind

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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 Description¹: 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 (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