



# Pre-Application Meeting Requirements for Development Permit Applications

**Purpose:** A pre-application meeting allows for applicants to receive feedback on a proposed development and identify issues that may hinder the expedited review process. To book a pre-application meeting, please call 780-799-8695 or e-mail [current.planning@rmwb.ca](mailto:current.planning@rmwb.ca).

The following types of developments are recommended to have a pre-application meeting:

- Multi-Family
- Commercial
- Industrial
- Institutional
- New Oil Sands Plants and/or Expansion projects

The following information must be provided (preferably in **electronic format**) in order to conduct a pre-application meeting:

OFFICE ✓ x	REQUIRED INFORMATION
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <b>1. Cover Letter:</b> or email which includes the following information: <ul style="list-style-type: none"><li><input type="checkbox"/> Owner and/or applicant name and project team participating in the meeting</li><li><input type="checkbox"/> Brief description of the proposed development</li></ul>
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <b>2. A Statement:</b> explaining how the proposed development complies with Municipal policies including any Area Structure Plan, Outline Plan, or Redevelopment Plan affecting the site, if applicable
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <b>3. Images/Photographs:</b> of the property and surrounding area
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <b>4. Concept Site Plan:</b> of the proposal, including: <ul style="list-style-type: none"><li><input type="checkbox"/> Key map identifying adjacent properties</li><li><input type="checkbox"/> Adjacent street names</li><li><input type="checkbox"/> Municipal address and legal land description</li><li><input type="checkbox"/> Building footprint and dimensions, including setbacks to all lot lines</li><li><input type="checkbox"/> Access and driveway location(s) and dimensions</li><li><input type="checkbox"/> Property boundary</li><li><input type="checkbox"/> Preliminary grading information</li><li><input type="checkbox"/> Parking</li><li><input type="checkbox"/> Site statistics including: floor area ratio, zoning, lot coverage, parking stall count, accessible parking stall count, building height, and lot area</li></ul>
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <b>5. Copies of:</b> any restrictive covenants, caveats, utility rights-of-way, or easements
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <b>6. Phasing Plan:</b> if available
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <b>7. Landscaping Plan</b>
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <b>8. Proposed Elevations:</b> including proposed building heights



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](mailto:permit.inquiries@rmwb.ca)

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>9. Proposed Floor Plans</b>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>10. Renderings</b> if available

All plans shall be prepared to scale and all measurements on all drawings must be expressed in metric.

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).