

**RESIDENTIAL: Additions and Accessory Structures**

INFORMATION REQUIRED FOR A DEVELOPMENT PERMIT APPLICATION

Office	Applicant	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	<b>1. CURRENT COPY OF THE CERTIFICATE OF TITLE</b> (Within 3 months)
<input type="checkbox"/>	<input type="checkbox"/>	<b>2. OWNER AUTHORIZATION</b> (if the applicant is not the Owner)
<input type="checkbox"/>	<input type="checkbox"/>	<b>3. APPLICATION FEE</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>4. OFF-SITE LEVIES</b> (Only Applicable if additional dwelling unit(s) proposed)
<input type="checkbox"/>	<input type="checkbox"/>	<b>6. UTILITY LOCATES</b>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Locate slips for gas, electric, telus, shaw, water/sewer (gas / electric / telus: 1-800-242-3447, shaw 1-866-DIG-SHAW, water/sewer (403) 529-8176)</li> <li>• <b>Gas Agreement</b> - If the gas line is within 1m of the proposed structure you must contact gas utility at 529-8294 to enter into a gas agreement. <b>Copy of the gas agreement needs to accompany your development permit application.</b></li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>5. SITE PLAN</b> (1 set) – to scale and dimensioned (min. scale 1:200) showing:
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• North Arrow</li> <li>• Municipal Address</li> <li>• Legal Description (Lot, Block, Plan)</li> <li>• Property Lines</li> <li>• Adjacent city streets, lanes, sidewalks, curbs, and proposed and existing curb cuts</li> <li>• Easements and utility rights-of-way</li> <li>• Location and dimensions of all existing and proposed structures</li> <li>• Foundation outline of the dwelling and the outline of eaves and any other projections</li> <li>• Setback distances for ALL EXISTING structures to the front, side and rear property lines</li> <li>• Setback distances for ALL PROPOSED structures to the applicable front, side and rear property lines</li> <li>• Setback distances for all proposed structures to the existing structures</li> <li>• Location of existing utility services, ie) gas line, electric line, meters, etc (If the gas line will be within 1m of the proposed structure contact Gas Utility to enter into a Gas Agreement 529-8294)</li> <li>• Any utility poles, transformer boxes, hydrants, light standards on or adjacent to the site</li> <li>• Lot grades - If changes to the existing lot grades are necessary to accommodate the proposed development, please provide: <ul style="list-style-type: none"> <li>- the existing grades for the lot and building</li> <li>- the proposed grades for the new structure</li> <li>- the proposed changes to the existing lot grades</li> </ul> </li> <li>• Parking areas including width and length of all stalls, driveways, etc.</li> <li>• Label driveway showing vehicle access into garage (garage application only)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

