

**NEW COMMERCIAL DEVELOPMENTS**

**INFORMATION REQUIRED FOR A DEVELOPMENT PERMIT**

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. **Applicants are required to fill in the column, "Applicant" and sign the application form confirming that all of the required information has been provided.**

To expedite the evaluation, all materials submitted must be clear, legible and precise. Accurate and legible drawings are required (rough sketches are not acceptable) in order to ensure that your application is processed accurately and in a timely manner. To achieve this level of customer service, **staff are instructed to accept only complete applications which include plans/drawings prepared to professional drafting standards.**

If any of the required information is not provided, your application will not be accepted. Please write N/A beside items that are not applicable, do not check the box if you have not provided the information. If an application is accepted, and upon review found to be missing required information, you will be contacted. **The processing of your application will not proceed until the necessary information is submitted.**

Office	Applicant	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	1. Pre-application meeting held with Planning and Development Services. <input type="checkbox"/> Yes & Date: _____ <input type="checkbox"/> No
<input type="checkbox"/>	<input type="checkbox"/>	2. A current copy of Certificate(s) of Title (no older than 3 months)
<input type="checkbox"/>	<input type="checkbox"/>	3. Copy of any Restrictive Covenants, Utility Rights-of-Way, Easements or City Caveats registered on the Title(s) (no older than 3 months).
<input type="checkbox"/>	<input type="checkbox"/>	4. A Letter of Authorization from the registered owner of the land, their agent, or other persons having legal or equitable interest in the site. Where the applicant is an agent for the owner, a letter from the owner must be provided verifying the agent's authority to make the application. The registered owner of the land needs to be notified that they may be required to enter into an Agreement with the City. The agreement will include a security deposit and insurance. Refer to Section 1 of the Municipal Servicing Standards Manual (MSSM).
<input type="checkbox"/>	<input type="checkbox"/>	5. Declaration of Developers agents for this project and their scope of work which may include: <ul style="list-style-type: none"> <li>• Alberta Land Surveyor,</li> <li>• Architect</li> <li>• Municipal Engineer,</li> <li>• Transportation Engineer</li> <li>• Lawyer</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	6. Application Fee (See Fee Schedule)
<input type="checkbox"/>	<input type="checkbox"/>	7. Off-site Levy Fees (See Off-site Levy Bylaw)
<input type="checkbox"/>	<input type="checkbox"/>	8. Colour Photographs of the site and surrounding area (photos should provide a visual account of the site and the surrounding area, include any unique features or aspects of particular significance to the planning and development of the site) (minimum four). Photographs may be any size that will fit into an 8.5 X 14 inch file.
<input type="checkbox"/>	<input type="checkbox"/>	9. A materials board with samples of all exterior finishing materials and colours must

		be provided.
<input type="checkbox"/>	<input type="checkbox"/>	10. Complete Site Contamination Statement (A standard form is available from Planning Services)

<input type="checkbox"/>	<input type="checkbox"/>	11. <b>Three (3) copies of Site Plans</b> (All drawings should be fully dimensioned, accurately figured, explicit, and complete on A1 size; metric scale not less than 1:100) showing:
<input type="checkbox"/>	<input type="checkbox"/>	a. General Information <ul style="list-style-type: none"> <li>• North arrow</li> <li>• Municipal address</li> <li>• Legal Description</li> <li>• Property lines and property dimensions, shown and labeled</li> <li>• Utility Rights-of-Ways, Easements, shown and labeled</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	b. Outline of all proposed buildings and/or structures on the site
<input type="checkbox"/>	<input type="checkbox"/>	c. Setbacks from proposed buildings and/or structures dimensioned to all property lines, labeled in accordance with the Land Use Bylaw
<input type="checkbox"/>	<input type="checkbox"/>	d. Adjacent City streets, including existing and proposed: <ul style="list-style-type: none"> <li>• Sidewalks, curb &amp; gutters, dimensioned from property lines and including sidewalk width</li> <li>• Curb cuts, driveways entrances, dimensioned from property lines</li> <li>• Include driveway width(s), driveway throat distance, distance from nearest street intersection corner, driveway skew angle, driveway flares and construction material (i.e. concrete, asphalt, etc)</li> <li>• Medians and/or breaks in medians on public streets adjacent to site</li> <li>• Existing pedestrian crosswalks adjacent to the site</li> <li>• Corner cuts on corner sites</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	e. Road dimensions of any on-site circulation roads (indicate one ways). Note that fire lanes are at least 6m wide with a minimum 12m centre line radius.
<input type="checkbox"/>	<input type="checkbox"/>	f. Layout of parking areas showing: <ul style="list-style-type: none"> <li>• Dimensioned depth, width, angle and number of parking stalls,</li> <li>• Handicapped accessible stalls, access ramps, drop curbs for wheelchair accessibility, indicated how they will be marked,</li> <li>• Loading stalls, indicated how they will be marked,</li> <li>• Aisle dimensions,</li> <li>• Location of any proposed wheel stops, speed bumps</li> <li>• Sidewalk width</li> <li>• Geodetic grades of the parking area including any driveway grades and parkade access ramps</li> <li>• Where stall is between columns, as in parking structures, the Land Use Bylaw required that the stall width be measured from the outside edge of the base of the column</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	g. Surface treatment for all areas; including parking, sidewalks, and landscaping
<input type="checkbox"/>	<input type="checkbox"/>	h. Location, size and type of all exterior doors.
<input type="checkbox"/>	<input type="checkbox"/>	i. Location of bicycle racks and the number of bikes accommodated
<input type="checkbox"/>	<input type="checkbox"/>	j. Location of any drive-thru facilities, stacking spaces for vehicles, location of drive-thru signage (e.g., entrance, exit, customer courtesy and menu board signs) if applicable
<input type="checkbox"/>	<input type="checkbox"/>	k. Bus zones and bus shelters adjacent to site
<input type="checkbox"/>	<input type="checkbox"/>	l. Location and height of all existing and proposed fencing and retaining walls,

		dimensioned in metric, from geodetic grade
<input type="checkbox"/>	<input type="checkbox"/>	m. Location of garbage collection facilities and loading areas. Provide elevation drawings of garbage collection facilities, indicating materials, colours, and dimensions. The applicant should also indicate if service is to be provided by private or City collection. City collection does not allow for gated enclosures.

**Please note: Additional copies of Site Plans and other required plans may be requested by Planning Services if TCC circulation is required or the site is within the Airport Vicinity Protection Area (AVPA) or for any other circulation at the discretion of Planning Services.**

<input type="checkbox"/>	<input type="checkbox"/>	12. <b>Three (3) copies of Utility Plans, Site Stormwater Management Plans, and Site Grading Plans</b> (These may be included on the site plan for small developments provided the drawings remain clear and uncluttered. All drawings should be fully dimensioned, accurately figured, explicit, and complete on A1 size; metric scale not less than 1:100) showing:
<input type="checkbox"/>	<input type="checkbox"/>	<p>a. <b>Utility Plan</b></p> <ul style="list-style-type: none"> <li>• Location of all proposed and/or existing shallow and deep utilities (e.g. water, sanitary sewer, storm sewer, gas, electrical, cable, telephone, either underground or overhead). Please provide the original utility locates with the submission.</li> <li>• Location of all lighting and light standards, catch basins, utility poles, hydrants and utility fixtures, on or adjacent to site.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p>b. <b>Stormwater Management Plan</b></p> <ul style="list-style-type: none"> <li>• Plans must clearly show the location and details of sanitary sampling manholes and stormwater pretreatment devices as required.</li> <li>• Site drainage calculations including: <ul style="list-style-type: none"> <li>○ Allowable release rate,</li> <li>○ Drainage areas and associated runoff coefficients,</li> <li>○ Storage requirements, (The City requests the use of the modified rational method as outline in the MSSM.)</li> <li>○ Runoff control structure release calculations,</li> </ul> </li> <li>• Site stormwater storage areas including: <ul style="list-style-type: none"> <li>○ Extent of ponding area,</li> <li>○ Depth of ponding,</li> <li>○ Volume of ponding</li> <li>○ Elevation of top of ponding for the 1:100 year critical event.</li> </ul> </li> <li>• Areas greater than 0.16ha require on-site detention that accommodates 1:100 year critical events. Refer to Section 5.4.5 of Storm Drainage in the MSSM</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p>c. <b>Grading Plan</b></p> <ul style="list-style-type: none"> <li>• Existing and proposed geodetic grades, contours and any special topographical features or site conditions (e.g. escarpments, break-of-slope, and any unstable areas)</li> <li>• Plans must follow requirements of Section 8.3.2.1 of the MSSM</li> </ul>

**Please note: The registered owner may be required to enter an Agreement with the City. The Agreement will include a security deposit and insurance. Refer to MSSM Section 1 for more information.**

<input type="checkbox"/>	<input type="checkbox"/>	13. <b>Three (3) copies of Landscaping Plans</b> (These may be included on the site plan for small developments provided the drawings remain clear and uncluttered. All drawings should be fully dimensioned, accurately figured, explicit, and complete on A1 size; metric scale not less than 1:100) showing:
<input type="checkbox"/>	<input type="checkbox"/>	a. Trees, shrubs and significant vegetation; indicated what is to be added,

		<p>removed, and retained. Please include the following information:</p> <ul style="list-style-type: none"> <li>• Number and location of all trees and/or shrubs</li> <li>• Type (deciduous, coniferous, or ornamental) and species (common and botanical name)</li> <li>• Size (caliper for deciduous, height for coniferous)</li> <li>• All species must be Chinook tolerant and drought resistant</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	b. Surface treatment of all soft landscaped areas (e.g., grass, shrubs, mulch) and hard landscaped areas (e.g., decorative pavers, brick, stamped concrete) including City boulevards.
<input type="checkbox"/>	<input type="checkbox"/>	c. Method of irrigation for all soft landscaped areas
<input type="checkbox"/>	<input type="checkbox"/>	d. Total landscaped area (square metres)
<input type="checkbox"/>	<input type="checkbox"/>	e. Curb details to separate landscaping

<input type="checkbox"/>	<input type="checkbox"/>	14. <b>Three (3) copies of the Floor Plans</b> (All drawings should be fully dimensioned, accurately figured, explicit, and complete on A1 size; metric scale not less than 1:100) showing:
<input type="checkbox"/>	<input type="checkbox"/>	a. Layout of all exterior and interior walls, include the floor plan of the proposed building (identify retail space, office space, mechanical rooms, stairways, elevators, eating areas, washrooms, internal garbage storage areas, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	b. Total gross floor area, and gross floor area of each of the individual tenants (in metric)
<input type="checkbox"/>	<input type="checkbox"/>	c. Location of exterior and internal doors and windows
<input type="checkbox"/>	<input type="checkbox"/>	d. Loading and internal garbage storage areas
<input type="checkbox"/>	<input type="checkbox"/>	e. If an eating and/or drinking establishment is proposed, include a detailed layout of the floor plan. Include a seating plan which clearly indicates the area in which the public will have access from the consumption of food and/or beverages

<input type="checkbox"/>	<input type="checkbox"/>	15. <b>Three (3) copies of Elevation Drawings</b> (All drawings should be fully dimensioned, accurately figured, explicit, and complete on A1 size; metric scale not less than 1:100) showing:
<input type="checkbox"/>	<input type="checkbox"/>	a. Exterior of the proposed buildings; including all windows, doors, loading bays, projections, fascia trim, decorative elements, rooftop mechanical screening, service meter location and screening, and exterior lighting details
<input type="checkbox"/>	<input type="checkbox"/>	b. All finishing materials indicating: <ul style="list-style-type: none"> <li>• Exterior materials (e.g. brick, stucco)</li> <li>• Roof material (e.g., asphalt shingle, concrete tile)</li> <li>• Fascia, soffit, and trim</li> <li>• Colours of all major exterior building materials</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	c. Existing and proposed lot grades and grade lines plotted on each elevation. Include slope and grade information for the impact of the building on site, adjacent properties, and adjacent city streets.
<input type="checkbox"/>	<input type="checkbox"/>	d. Dimensioned height from grade on all elevations, measured at the point of the elevation where the difference between roof and top of grade is greatest
<input type="checkbox"/>	<input type="checkbox"/>	e. Dimensioned height to main floor from existing and proposed geodetic grades on all elevations
<input type="checkbox"/>	<input type="checkbox"/>	f. Profile of sloping driveways or ramps; show the grade from the building to the curb or back of sidewalk.
<input type="checkbox"/>	<input type="checkbox"/>	g. If any roof-top equipment is to be added, information on how the roof-top equipment will be screened (include elevation details for screening and a roof

		plan)
<input type="checkbox"/>	<input type="checkbox"/>	h. Elevation of any retaining wall, fence, and garbage enclosure
<input type="checkbox"/>	<input type="checkbox"/>	i. Details on any overhead clearance requirements where applicable (e.g., overhead power lines, awnings, parkade entrance, garbage collection vehicle with overhead mechanism)

<input type="checkbox"/>	<input type="checkbox"/>	<b>16. Signage (see Sign Checklist):</b>
<input type="checkbox"/>	<input type="checkbox"/>	a. As far as possible for new development, all signs will be approved under the Development Permit for the overall site and building(s) if information and drawings are provided. If no signage is proposed than an explanation must be provided. Signage (building and/or site) that is not proposed will require a separate Development Permit application. Please see the Sign Checklist for required information to be provided with the overall Development Permit application.

<input type="checkbox"/>	<input type="checkbox"/>	<b>17. Other support information that may be required depending on site conditions:</b>
<input type="checkbox"/>	<input type="checkbox"/>	a. If an eating and/or drinking Establishment is proposed, provide a Letter of Intent that states provincial license intentions (i.e., will minors be allowed; will the restaurant have a liquor license; and/or will it include VLT's)
<input type="checkbox"/>	<input type="checkbox"/>	b. A Slope Stability Report where: <ul style="list-style-type: none"> <li>• any slope across the property is fifteen percent (15%) or greater; and/or</li> <li>• the development is to be located within a zone where an imaginary line, drawn from the toe to the top of an embankment, exceeds a slope of one in three; and/or</li> <li>• if required by Municipal Engineering</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	c. Traffic impact study
<input type="checkbox"/>	<input type="checkbox"/>	d. If proposed development is to be phased (e.g. portions are to be occupied prior to the completion of the entire development), including a phasing plan showing the sequence of the phases and the area which each phase encompasses, as well as surface treatment of remaining areas
<input type="checkbox"/>	<input type="checkbox"/>	e. If the site is located within the Land Use Bylaw's floodplain areas (e.g. river valley) floodway and floodplain lines, backwater areas must be plotted precisely on site plan
<input type="checkbox"/>	<input type="checkbox"/>	f. Future road widening requirements: resulting in functional studies, future expressways where applicable

**Please submit a detailed explanation of how the building and site will accommodate the use. Describe what materials will be stored, whether there will be waste, noise, level of retail (if any), number of staff, number of vehicle and kind of vehicles (in particular truck size and length) using or stored at this site. Please review the Land Use Bylaw #3181 for a list of permitted and discretionary uses in the appropriate Land Use District. If needed, definitions begin on pg. 4 of the Land Use Bylaw. Attach a separate sheet if necessary.**

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