

**RESIDENTIAL: SINGLE DETACHED HOUSE, DUPLEX, MULTIPLE UNIT RESIDENTIAL (TRIPLEX, FOURPLEX)**

INFORMATION REQUIRED FOR A DEVELOPMENT PERMIT

Office	Applicant	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	1. CURRENT COPY OF THE CERTIFICATE OF TITLE (Within 3 months)
<input type="checkbox"/>	<input type="checkbox"/>	2. OWNER AUTHORIZATION (if the applicant is not the Owner)
<input type="checkbox"/>	<input type="checkbox"/>	3. APPLICATION FEE
<input type="checkbox"/>	<input type="checkbox"/>	4. OFF-SITE LEVIES, IF APPLICABLE
<input type="checkbox"/>	<input type="checkbox"/>	5. ABANDONED GAS WELL CONFIRMATION FORM (if the structure is larger than 47m2 and no AER map of the site was submitted during the past year).
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• A Map from the Alberta Energy Regulator (AER)  <a href="http://portal.aer.ca/portal/site/srp">http://portal.aer.ca/portal/site/srp</a></li> <li>• Must be submitted with the completed Abandoned Gas Well Confirmation form</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	6. SITE PLAN showing:
<input type="checkbox"/>	<input type="checkbox"/>	• North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	• Municipal Address
<input type="checkbox"/>	<input type="checkbox"/>	• Legal Description (Lot, Block, Plan)
<input type="checkbox"/>	<input type="checkbox"/>	• Property Lines
<input type="checkbox"/>	<input type="checkbox"/>	• Front, side and rear setbacks from property lines
<input type="checkbox"/>	<input type="checkbox"/>	• Easements and utility rights-of-way
<input type="checkbox"/>	<input type="checkbox"/>	• Lot grades (Including building grades at all corners, and garage slab)
<input type="checkbox"/>	<input type="checkbox"/>	• Foundation outline of the dwelling and the outline of eaves and any other projections
<input type="checkbox"/>	<input type="checkbox"/>	• Outline and location of any accessory buildings (garages, shed, etc.) dimensioned
<input type="checkbox"/>	<input type="checkbox"/>	• Driveway, grade and length to property line (if no sidewalk, back of curb)
<input type="checkbox"/>	<input type="checkbox"/>	• Parking areas including width and length of all stalls, driveways, etc.
<input type="checkbox"/>	<input type="checkbox"/>	• Retaining walls (existing and proposed)
<input type="checkbox"/>	<input type="checkbox"/>	• Adjacent city streets, sidewalks, curbs, and proposed and existing curb cuts
<input type="checkbox"/>	<input type="checkbox"/>	• Location of existing or proposed services lines, and electric and gas meters
<input type="checkbox"/>	<input type="checkbox"/>	• Any utility poles, transformer boxes, hydrants, light standards, on or adjacent to the site
<input type="checkbox"/>	<input type="checkbox"/>	7. ELEVATION DRAWING showing:
<input type="checkbox"/>	<input type="checkbox"/>	• Exterior of proposed building, including windows, doors, projections, decks, chimneys/furnace vent etc.
<input type="checkbox"/>	<input type="checkbox"/>	• Exterior finishing materials, roofing materials, and chimney flues/furnace vent
<input type="checkbox"/>	<input type="checkbox"/>	• Lot grades, building grades, and grade line plotted on each of the building elevations, extending to property line. (Consistent with Site Plan)
<input type="checkbox"/>	<input type="checkbox"/>	• Dimensioned height from grade on each elevation, corners and highest point, to top of roof
<input type="checkbox"/>	<input type="checkbox"/>	• Elevation of any fence or retaining wall proposed on the site

<input type="checkbox"/>	<input type="checkbox"/>	<b>8. FLOOR PLAN showing:</b> <ul style="list-style-type: none"> <li>• Layout of all exterior and interior walls and identify rooms (eg: kitchen, bathroom, internal stairways)</li> <li>• Location of doors and windows</li> <li>• Dimensions of buildings (length &amp; width); include cantilevers and other projections.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>9. ELECTRIC AND GAS LOAD - Infill Development only</b> <ul style="list-style-type: none"> <li>• Original electric load (check box: <input type="checkbox"/> 50 amp or <input type="checkbox"/> 100 amp)</li> <li>• Proposed electric load (check box: <input type="checkbox"/> 50 amp, <input type="checkbox"/> 100 amp or <input type="checkbox"/> 200 amp)</li> <li>• Original gas load (check box <input type="checkbox"/> under 200,000btu or <input type="checkbox"/> under 400,000)</li> <li>• Proposed gas load (check box <input type="checkbox"/> 200,000 to 300,000 or <input type="checkbox"/> 300,000 to 400,000)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>10. WATER AND SEWER - Infill Development only</b>  Contact Environmental Utilities at 403.529.8176 and provide:  <input type="checkbox"/> A minimum 11X 17 PDF format drawing to EU showing all water and wastewater infrastructure including valve and line sizes from property line to building

The Development Authority may require additional material considered necessary to properly evaluate the proposed development. Normally an application will be complete if the material outlined above is provided

Note: In addition to a development permit, a building permit is also required.

Personal Information required by City of Medicine Hat application forms is collected under authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your permit may be included on reports that are available to the public as required or allowed by legislation. If you have any questions, please contact the City of Medicine Hat FOIP Head at 403.529.8234.