Planning & Development Services
580 First Street SE
Medicine Hat, Alberta T1A 8E6

Phone: 403.529.8374
E-mail: pbe@medicinehat.ca
www.medicinehat.ca

RESIDENTIAL: ADDITIONS AND ACCESSORY BUILDINGS

INFORMATION REQUIRED FOR A DEVELOPMENT PERMIT APPLICATION

Office	Applicant	Required Items
☐	☐	**1. CURRENT COPY OF THE CERTIFICATE OF TITLE** (Within 3 months)
☐	☐	**2. OWNER AUTHORIZATION** (If the applicant is not the Owner)
☐	☐	**3. APPLICATION FEE**
☐	☐	**4. OFF-SITE LEVIES** (Only applicable if additional dwelling unit(s) proposed)
☐	☐	**5. ABANDONED GAS WELL CONFIRMATION FORM** (if the structure or addition is larger than **47m²** and no AER map of the site was submitted during the past year)
☐	☐	• A map from the Alberta Energy Regulator (AER) http://portal.aer.ca/portal/site/srp or https://geodiscover.alberta.ca must be submitted with the completed Abandoned Gas Well Confirmation Form
☐	☐	**6. UTILITY LOCATES AND AGREEMENTS**
☐	☐	• Locate slips for gas, electric, water/sewer, Bell, TELUS, Shaw - Contact **(1-800-242-3447)** for gas / electric / water/sewer / Bell / TELUS locates - Contact **(1-866-DIG-SHAW)** for Shaw locates
☐	☐	✳ **Gas Agreement** - If the gas line is within 1m of the proposed structure you must contact Gas Distribution at **(403-529-8294)** to enter into a gas agreement. Copy of the gas agreement needs to accompany your development permit application.
☐	☐	✳ **Electrical Agreement** - If the electrical line is within 1m of the proposed structure you must contact Electrical Distribution at **(403-529-8270)** to enter into a proximity agreement. Copy of the proximity agreement needs to accompany your development permit application.
☐	☐	**7. SITE PLAN** (2 sets) – to scale and dimensioned (min. scale 1:200) showing:
☐	☐	• North Arrow
☐	☐	• Municipal Address
☐	☐	• Legal Description (Lot, Block, Plan)
☐	☐	• Property Lines
☐	☐	• Adjacent City streets, lanes, sidewalks, curbs, and proposed and existing curb cuts
☐	☐	• Easements and utility rights-of-way
☐	☐	• Location and dimensions of all existing and proposed structures
☐	☐	• Foundation outline of the dwelling and the outline of eaves and any other projections
☐	☐	• Setback distances for ALL EXISTING and ALL PROPOSED structures to the front, side and rear property lines
☐	☐	• Any utility poles, transformer boxes, hydrants, light standards on or adjacent to site
☐	☐	• Parking areas including width and length of all stalls, driveways, etc. (*backyard and secondary suites only*)
☐	☐	• Label driveway showing vehicle access into garage (*garage application only*)

☐ ☐ ☐	☐ ☐ ☐	**8. ELEVATION DRAWINGS** (1 set) showing: • Exterior of proposed building, including windows, doors, projections, decks, chimneys/furnace vent etc. • Dimensioned height from grade to the peak of roof
☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	**9. FLOOR PLANS** (1 set) – to scale and dimensioned (min. scale 1:100) showing: • Layout of all exterior and interior walls and identify rooms (eg: kitchen, bathroom, internal stairways) • Location of doors and windows • Dimensions of buildings (length & width); include cantilevers and other projections

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

Please identify and provide justification for proposed variances. Attach a separate sheet if necessary.

Applicant's Signature:_____ Date:_____
(Confirming that all required information has been provided and is correct.)