

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 47m ² 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"> A Map from the Alberta Energy Regulator (AER) http://portal.aer.ca/portal/site/srp must be submitted with the completed Abandoned Gas Well Confirmation form
<input type="checkbox"/>	<input type="checkbox"/>	6. SITE PLANS (2 sets) – to scale and dimensioned (min. scale 1:200) showing: <ul style="list-style-type: none"> North Arrow Municipal Address Legal Description (Lot, Block, Plan) Property Lines Front, side and rear setbacks from property lines Easements and utility rights-of-way Lot grades (Including building grades at all corners, and garage slab) Foundation outline of the dwelling and the outline of eaves and any other projections Outline and location of any accessory buildings (garages, shed, etc.) dimensioned Driveway, grade and length to property line (if no sidewalk, back of curb) Parking areas including width and length of all stalls, driveways, etc. Retaining walls (existing and proposed) Adjacent city streets, sidewalks, curbs, and proposed and existing curb cuts Location of existing or proposed services lines, and electric and gas meters Any utility poles, transformer boxes, hydrants, light standards, on or adjacent to the site
<input type="checkbox"/>	<input type="checkbox"/>	7. ELEVATION DRAWINGS (1 set) – to scale and dimensioned (min. scale 1:100) showing: <ul style="list-style-type: none"> Exterior of proposed building, including windows, doors, projections, decks, chimneys/furnace vent etc. Exterior finishing materials, roofing materials, and chimney flues/furnace vent 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"/>	<ul style="list-style-type: none"> • Dimensioned height from grade on each elevation, corners and highest point, to top of roof • Elevation of any fence or retaining wall proposed on the site
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	8. FLOOR PLANS(1 set) – to scale and dimensioned (min. scale 1:100) showing: <ul style="list-style-type: none"> • 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.
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

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.

Please identify and provide a reason for items that do not comply with Council approved policies, bylaw standards, or technical guidelines. Attach a separate sheet if necessary.

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

Received and checked by: _____ Date: _____
 Office Use Only

Reviewed by: _____	Date: _____
Comments: _____	

