



DEVELOPMENT PERMIT APPLICATION CHECKLIST - GENERAL

PLEASE CHECK OFF [✓] ALL THAT ARE INCLUDED IN THE APPLICATION PACKAGE. Incomplete applications may not be accepted for processing.

Applicant
To Check

Office
Use Only

All plans shall be submitted as one PDF document in DIGITAL form

APPLICATION FORM(S) AND CHECKLIST: All parts completed and signed.

APPLICATION FEE: Refer to Planning and Development Fee Schedule within the [Master Rates Bylaw](#).

CURRENT LAND TITLES CERTIFICATE COPY: Dated within 30 DAYS of application submission. It can be obtained at [SpinIIHost](#) OR

☐ I give the Development Authority authorization to pull a Land Title Certificate at a \$20.00 fee.

COPY OF ALL NON-FINANCIAL INSTRUMENTS/CAVEATS REGISTERED ON TITLE, if any: It can be obtained at [SpinIIHost](#) OR

☐ I give the Development Authority authorization to pull the instruments at a fee of \$20.00 each.

TIME EXTENSION AGREEMENT: Authorizing the County to continue your application if there are any delays meeting the 40-day timeline as set out by the Municipal Government Act of Alberta (MGA).

LETTER OF AUTHORIZATION: Signed by applicant if acting on behalf of the registered landowner(s).

AFFIDAVIT: If the registered owner on title is a company, signed and stamped by a Commissioner of Oaths.

COVER LETTER, shall include:

- Proposed land use(s) and scope of work on the subject property
- Detailed rationale for any variances requested
- Any type of business must provide details on days/hours of work, number of employees, parking provisions, types of vehicles, outdoor storage areas, site access/approach, etc.
- Reference to any Supporting Documents, images, studies, plans, etc. provided within the application

SITE PLAN, shall include:

- Legal description and municipal address
- All property lines, dimensions, and north arrow
- Setbacks/dimensions from all property lines to existing buildings, proposed buildings, changes, etc.
- Dimensions of all buildings/structures on site
- Pre-grade and post-grade site plans
- Location and for existing/proposed approach(s)/access to property
- Identify names of adjacent internal/municipal roads and highways
- Identify any type of oil wells, septic fields/tanks, or water wells on site, including their distances to existing/proposed buildings
- Identify any existing/proposed site features such as trees, shelterbelts, canals, waterbodies, etc.
- Identify site slopes greater than 15% and distances of these slopes from existing/proposed structures
- Location and labels for easements and/or rights-of-way on title

FLOOR PLANS/ELEVATIONS, shall include:

- Overall dimensions on floor plans for all proposed buildings/structures
- Indicate floor area and existing/proposed uses on floor plans and height(s) on elevations
- Indicate type of building/structure on floor plans and elevations

PHOTOGRAPHS: Of existing site, building(s), structure(s), signage, site features, taken from all sides including surrounding context, and when existing floor plans/elevations are not available.

SUPPORTING DOCUMENTS (as applicable): Include technical studies/reports and any additional plans relating to the proposed development (lot grading, site lighting, storm water management plans, etc.)

FOR OFFICE USE ONLY

Proposed Use(s):

Land Use District:

Applicable ASP/CS/IDP/MSDP:

Included within file: ☐ Information Sheet ☐ Parcel Summary ☐ Site Aerial ☐ Land Use Map Aerial ☐ Site Plan

NOTES:

Staff Signature: _____