ROCKY VIEW COUNTY

DEVELOPMENT PERMIT APPLICATION CHECKLIST (Page 1 of 5)

NEW COMMERCIAL, OFFICE, INDUSTRIAL & INSTITUTIONAL USES

Applicant Checklist	Office Use Only	Documents submitted must be legible and to a professional drafting standard.
		ALL PLANS SHALL INCLUDE: • a title block including municipal address (i.e. street address) and legal address (i.e. lot, block, plan) • include north arrow, a scale bar and dimensions of all the buildings on site. • include labels for all elements as existing and proposed • use(s), project name, applicant name and contact information • setbacks/dimensions from all property lines to the buildings on site. • names of adjacent internal/municipal roads and highways.
Applicant Checklist	Office Use Only	**Select [√] all that are included within application package.** Incomplete applications may not be accepted for processing
☐	☐	**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, and:** O Digital copy of non-financial instruments/caveats (restrictive covenants, utility rights-of-way, easements etc.) *registered* on title O I give the Development Authority authorization to pull a Land Title Certificate and non-financial instruments/caveats at a fee of $20.00
☐	☐	**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:** O Signed by the registered landowner(s) authorizing person acting on behalf (if not the Applicant) O If the registered owner on title is a company, authorization to be provided on a company letterhead or as an affidavit (signed by a Commissioner of Oaths)
☐	☐	**COVER/OPERATIONAL LETTER, shall include:** O Proposed land use(s) and scope of work on the subject property O Complete operational details including days/hours of work, number of employees, parking provisions, site access/approach, traffic management, etc. O Detailed rationale for any variances requested O Reference to any *Supporting Documents*, images, studies, plans etc. provided within application package
☐	☐	**COLOUR PHOTOGRAPHS (Min. 3):** O Taken from all sides of site including existing building(s)/structure(s), signage, site features, existing access/approach, adjacent road conditions, including surrounding context. Label, date, and identify each photograph. Indicate location/direction of photos on a reference site plan.
☐	☐	**SUPPORTING DOCUMENTS:** Include technical studies/reports and any additional plans relating to the proposed development (lot grading, site lighting, storm water management plans etc.). *Refer to the Land Use Bylaw for use or district specific requirements.*

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DEVELOPMENT PERMIT APPLICATION CHECKLIST (Page 2 of 5) NEW COMMERCIAL, OFFICE, INDUSTRIAL & INSTITUTIONAL USES		
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☐	☐	**SITE PLAN, shall include:** ○ **Existing/proposed property lines:** Plot, dimension, and label ○ **Easements, utility rights-of way, etc.:** Plot, dimension, and label in reference to site/building(s) ○ **Utilities on/adjoining the parcel (if applicable):** Water/storm/sanitary/gas/electrical/cable/telephone etc. ○ **Floodway, flood fringe and overflow areas:** Show areas and provide distance to buildings/structures ○ **Geodetic datum points/contours (existing/proposed):** • at the corners of parcel, back of sidewalk/curb, primary corners of building, main floor, roof peak(s) • geodetic contours at 0.5 meters intervals, including berming for the site ○ **Identify the following:** • names of adjacent internal/municipal roads and highways • any existing/abandoned/proposed oil wells, septic fields/tanks, or water wells on site, including their distances to existing/proposed buildings • Any existing/proposed site features such as trees, shelterbelts, canals, waterbodies, etc. • site slopes greater than 15% and distances from structures • **Building outline and dimensions:** • label existing/proposed building(s) or portions thereof, projections, and structures (i.e. bay windows, cantilevers, window wells, stairs and decks) • label mechanical equipment and screening provided • label use(s) within the building and/or each unit if demised (i.e. tenant locations) • location of openings at grade level (i.e. windows, doors, overhead doors) ○ **Building setbacks:** • plot, dimension, and label front, side and rear building setbacks from property lines ○ **Garbage and recycling collection/loading areas:** • plot location and dimension of enclosures or buildings • indicate type of container and method of screening ○ **Parking areas, drive aisles, circulation roads, sidewalks and pathways:** • include curbs, sidewalks, crosswalks and pathways (provide detail if raised) • label all surface materials used (both vehicular & pedestrian) • dimension widths of all aisles and roads • provide details on vehicle circulation (i.e. direction of travel and signage) • provide details on hydrant placement, turning radius and driveway widths for Fire Department access • material, height of existing/proposed screening elements (with reference to elevations) • provide geodetic datum points at top and bottom of retaining walls • for retaining walls 1.2 meter or higher, provide structural design drawings, including cross-sections

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DEVELOPMENT PERMIT APPLICATION CHECKLIST (Page 3 of 5) NEW COMMERCIAL, OFFICE, INDUSTRIAL & INSTITUTIONAL USES		
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☐	☐	**SITE PLAN (continued), shall include:** ○ **Motor vehicle parking/loading stalls:** Refer to *Onsite Parking and Loading* section, Land Use Bylaw • provide number of required parking stalls (with calculations) and proposed stalls on site • plot all proposed stalls with labels as designated (commercial, employee, visitor, or barrier-free) • dimension width/depth of parking and loading stalls, including overhead clearance of loading stalls • label surface material of loading areas • indicate turning radius (sweep path) for large vehicle access to drive aisles, garbage/loading areas ○ **Approaches:** Label as existing or proposed • indicate width of driveway at throat and flare (adjacent to street) and distance to adjacent approaches ○ **Fencing and retaining walls:** • indicate type, material, height of existing/proposed screening elements (with reference to elevations) • provide geodetic datum points at top and bottom of retaining walls • for retaining walls 1.2 meter or higher, provide structural design drawings, including cross-sections ○ **Lighting:** • plot location of building light fixtures and free-standing light standards • plot maximum wattage of fixtures • light fixture details to include mounting heights and method of shielding (specifications) ***Note**: A site lighting plan, may be requested during the review of this application that is completed by a qualified professional, indicating the location of all exterior lights, a description of any measures taken to shield direct glare onto adjacent properties, and the projected light patterns in relation to adjacent properties, roadways, and developments.* ○ **Signage:** Refer to, complete and attach the *Signage - Information Sheet* for any proposed signage on site • indicate sign type and plot and dimension the location and distance of sign to property lines on plan • label the source of illumination for the signage (if illuminated) ○ **Phasing for multi-building developments:** • Outline areas encompassed by each phase and label the sequence of phasing
☐	☐	**LANDSCAPE PLAN, shall include:** ○ **Existing/proposed building(s), parking areas, driveways and entrances:** Plot and label ○ **Building outline, dimensions, labels, and setbacks:** For all existing/proposed building(s)/structure(s)

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DEVELOPMENT PERMIT APPLICATION CHECKLIST (Page 4 of 5) NEW COMMERCIAL, OFFICE, INDUSTRIAL & INSTITUTIONAL USES		
Applicant Checklist	Office Use Only	**Select [√] all that are included within application package.** Incomplete applications may not be accepted for processing
☐	☐	**LANDSCAPE PLAN (continued), shall include:** ○ **Grade elevations:** Plot existing/proposed grades around building(s) and in areas of grade change on site ○ **Planting details:** • show/label trees, shrubs, flower beds and/or ground covers with a key to a cross referenced plant list • show/label number of shrubs in each shrubbed area (only include shrubs greater than 0.6 meters in height or spread) • indicate caliper of deciduous trees and height of coniferous trees • indicate planting to be added, removed and/or retained ○ **Landscape legend(s) to include:** • overall site area in hectare (acres) to be landscaped, including percentage of site area landscaped • final calculation of landscaped areas as per Landscape Standards (ratio of landscaped areas, including trees and shrubs) of *Section 260*, Land Use Bylaw • total of each type of tree and shrub (by height and size) • plant list to identify - common and botanical names, quantity, size and method of planting, grass mix for sod and/or seed, with planting symbols unique to size and type of species • details of planting installation ○ **Method(s) of irrigation (watering):** • label and plot specific soft-surfaced landscaped areas to be irrigated • demonstrate if rainwater captured from rooftops will be utilized for irrigation ○ **Landscaped area(s) to indicate:** • surface treatment of all soft-surfaced areas (i.e. grass, plant cover) • surface treatment of all hard-surfaced areas (i.e. decorative pavers, brick, stamped concrete) • existing/proposed physical features - landscape furniture, amenities, berms, walls, fences, lighting, decorative paving etc.
☐	☐	**FLOOR PLAN(S) shall include:** ○ **Building outline and dimensions:** Interior/exterior walls and to centre line of common walls ○ **Location of interior and exterior openings:** Windows, doors, overhead doors etc. ○ **Cross-reference section lines:** With accurate referencing to cross-section details provided ○ **Labels for the following:** • building number (or phase number if applicable), and indicating any future development areas, uses for existing and proposed rooms and portions of the building and purpose of spaces (i.e. kitchen, living, washrooms, interior/exterior stairways, mechanical etc.)

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☐	☐	**ELEVATION DRAWING(S):**

- ○ **Include elevations for the following:**
  - sides of all building(s)
  - physical structures including fences, retaining walls (over 0.5 meters in height), garbage collection enclosures/facilities, screening (i.e. mechanical equipment), additional structures (i.e. exhaust shed)
  - cross-reference with other plans, where applicable
- ○ **Include on elevations:**
  - labels and dimensions for all doors, windows, overhead doors
  - projections and decorative elements, with dimensions where applicable
  - screening (i.e. service meters, privacy screens), with height(s)
  - existing/proposed grade elevations at building corners, entries, and any areas of grade change
- ○ **Label finishing materials:**
  - exterior materials (i.e. brick, stucco, vinyl siding) and roof materials (i.e. asphalt, cedar shakes)
  - colours of all major exterior materials
- ○ **Lighting:**
  - plot location of light fixtures
- ○ dimension height of fixtures from grade to bottom of fixture
- ○ **Building height(s) on all elevations:**
  - plot line and indicate geodetic datum for main floor and top of roof (or parapet)
  - dimension height of main floor and building(s) from existing and proposed grade
  - dimension height of structures (i.e. fences, retaining walls) from existing and proposed grade
- ○ **Signage elevations (when new signage is proposed):**
  - refer to *Signage Regulations* of the Land Use Bylaw for specific sign type requirements
  - complete and attach the *Signage - Information Sheet*

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Proposed Use(s):	Land Use District:
Applicable ASP/CS/IDP/MSDP:	
Included within file: ☐ Parcel Summary ☐ Site Aerial ☐ Land Use Map Aerial ☐ Site Plan/Other Plans	
NOTES:	

Staff Signature: _____