

Additional Information

General Information:

Applications for development and building permits undergo an intense and thorough review that may involve Planning, Operations, Engineering, Fire and Building input. The Development Authority may circulate any of these those internal departments either during a Land Development Inquiry or a formal review of an application. This ensures compliance with our regulations and standards to assist the applicant in submitting a complete application. This helps avoid costly changes during the building permit and construction process.

A COMPLETE Permit Application will include:

- Permit application - completely filled out, dated and signed;
- Current Land Title search (within 1 week of application date);
- Abandoned Well Search;
- Landowner Consent – if applicant is not the registered landowner;
- Three large format copies of site plan and all drawings (drawn to a satisfactory scale and dimensioned in metres);
- One electronic copy of site plan and drawings (in pdf format);
- A description of existing and proposed land uses that will occupy the development; and
- Payment of permit fees (to be determined upon review of application).

Other Fees & Charges (to be determined upon review of application), may include:

- a. Off-site Levies
- b. Contributions (ie. 49 Avenue upgrade, Highway 16A upgrade, future trails, etc.)
- c. Capital Recreation Contribution (residential development only)
- d. Development Deposit
- e. Security

Site Plans will show the following:

- a. Lot dimensions & total area
- b. Location of registered easements & ROW's
- c. Location and dimensions of all new and existing buildings (including accessory buildings)
- d. Total Building footprint and site coverage
- e. Setbacks to property lines and between buildings
- f. Accesses, driveways and flares location, including setbacks to property lines and widths
- g. Parking areas (with dimensions of parking spaces)
- h. Location and size of barrier free parking stalls
- i. Location of bicycle racks & number of stalls
- j. Location and size of loading space (if required)
- k. Indicate internal sidewalks and width (if providing)
- l. Indicate perimeter fencing, with height and material
- m. Location and area (m²) of amenity space (if required)
- n. Location of waste bins & enclosure
- o. Location of outside storage & display areas

Building Elevations & Floor plans will show the following:

- a. The vertical and horizontal dimensions of all buildings
- b. Exterior finishing materials including colour
- c. Location and size of any proposed fascia signs
- d. Layout of each floor, including bays/units, mezzanines, amenity spaces, balconies, mechanical rooms, etc
- e. Total number of units

Documents that may be required:

- a. Site grading plan
- b. Landscaping plan
- c. Soil Testing/Geotechnical Report
- d. Environmental Site Assessment
- e. Engineering estimate for the use or impact on municipally owned and operated utility systems
- f. Photographic documentation showing current site conditions
- g. Visual display of how the form, mass and character of the proposed development will relate to neighbouring developments
- h. Noise Evaluation Study
- i. Parking/Transportation Study
- j. Documentation showing that the applicant has discussed the proposal with nearby property owners
- k. Proof of Roadside Development Permit from Alberta Transportation
- l. Current corporate registry search
- m. Other information deemed necessary to make a decision

Landscaping plan, if required, will show the following:

- a. Location of all existing and proposed plant materials, with a descriptive list identifying the common and botanical name, quantity and size at planting
- b. Location and description or illustrations of all existing or proposed physical features, including fences, flower beds, berm contours, outdoor furniture, decorative paving, and water features
- c. Location of any utility lines
- d. Location of site boundaries and adjacent land uses
- e. Location of adjacent sidewalks, trails, driveway entrances, alleys
- f. Location and name of adjacent streets

Signs & sign specifications, if required, will show the following:

- a) Separate development permit application for proposed signs
- b) Proposed sign types-freestanding (pylon), electronic, fascia, etc.
- c) Site plan showing location of proposed freestanding signs, with setbacks to property lines
- d) Dimensions and height of all proposed signs

Engineering requirements for permit applications:

Lot grading plan showing the following:

- a. A scale drawing of the property, designed by either an Alberta Land Surveyor, Professional Engineer or Registered Architect
- b. Existing surface elevations, contours and surface grades of the property based on geodetic datum
- c. Proposed geodetic surface elevations at the property corners and at intervals around the perimeter of the property
- d. Proposed geodetic surface elevations adjacent to the foundation walls or concrete slab-on-grade for each proposed building
- e. Proposed direction of surface drainage flow, indicated by arrows
- f. Proposed surface conditions, i.e. sod, asphalt, concrete, gravel
- g. Where applicable, provisions for accommodating overland flows from adjacent undeveloped lands or the size and location of any proposed private storm drainage system
- h. Information referring to Geotechnical Reports produced by a Geotechnical Engineer when unusual or special requirements are needed
- i. Property Information: Legal description, subdivision or neighborhood, property address or road names, north arrow, project name, applicant information, development boundary, revision box, legend, notes
- j. Space near the bottom right hand corner of the plan for the Approval Stamp of the Alberta Land Surveyor after final lot grading inspection has been passed

Site servicing plan showing the following:

- a. The location of existing and proposed buildings and structures, dimensioned to the property lines
- b. Proposed parking and loading areas, entrances and exits, abutting streets, avenues and lanes
- c. Location of proposed signs and garbage pick-up
- d. Registered easements or rights-of-way, dimensioned to property lines

- e. Location of any existing and proposed wells, septic tanks, disposal fields, culverts and crossings
- f. Location and elevations of water mains, hydrants, valves, sanitary sewer mains, manholes, storm water sewer mains, manholes, and catch basins
- g. Location of any existing underground infrastructure (water mains/service, sanitary main/service, and storm pipes)
- h. Location of shallow utilities including overhead and underground and designated as such (i.e. power lines, gas lines, cable TV service, telephone service, etc.)
- i. Pipe size, length, slope and material are required for all deep utilities. Any anticipated water demands and sanitary flow rates for the site expressed in l/s or m³/s may be tabulated in the legend, if required

Storm Water Management Plan should include the following information for the subject property and adjacent public properties:

- a. Storm sewer mains, manholes, catch basins, orifices, ponds, etc.
- b. Proposed contours
- c. Trapped low areas, depths, volumes and elevations
- d. Major drainage spill routes
- e. Catchment boundaries (including building roofs) and outlets
- f. Invert and rim elevation at all manholes
- g. Storm water pipe alignments

To support the Storm Water Management Plan, the following information is also required:

- a. Storm water management calculations clearly demonstrating that the proposed onsite storm system is restricting release rates to approved flow rates
- b. Trapped low information, orifice sizing, assumptions, and calculations including high water level, volume detained, and ponding depth(s)

Fire Department requirements may include:

- a. Turning radius for fire apparatus
- b. Location of fire hydrants & proximity to site

Definitions:

Abandoned well search: the process of locating abandoned wells that may impact a development to appropriately address them during the planning stage of a proposed development. Please visit the Alberta Energy Regulator to obtain an abandoned well search for the property referenced in your application: <https://extmapviewer.aer.ca/AERAbandonedWells/Index.html>.

Certificate of title: a legal document that identifies the owner(s) of a property and any registered caveats pertaining to a property.

Landowner consent: notification from a registered landowner that they consent to someone acting on their behalf in relation to a land development application.

Off-site levy: a type of development charge imposed by the Town and collected from a developer for certain types of municipal infrastructure located outside or “off” of a development site. Off-site levies are a mechanism for a municipality to recover capital costs of municipal infrastructure based on the degree of benefit the development will receive from the infrastructure.

Security: a fee imposed by the Town and collected from a developer as evidence of insurance coverage ensuring the developer performs obligations agreed to under a development agreement.

Site plan: a drawing showing the layout of a proposed development site, commonly indicating the location of buildings, structures, driveways, parking areas, etc.