



Development & Building Permit Application

Retaining Walls and Landscaping

Applicants must complete the checklist(s) below to accompany a permit application for it to be able to be deemed complete for acceptance and processing by the Town of Stony Plain.

Please check each item included within your package.

CHECKLIST

Required information for all retaining walls and sole landscaping

permit applications:

- Complete and signed application form
- Current certificate(s) of title
- Landowner consent (if applicant is not the registered landowner)
- Site plan (2 copies) showing the following:
 - Site area
 - Location of registered easements/rights of way
 - All existing structures
 - Location and length of retaining wall(s)
 - Location of swales (if applicable)
- Grading elevations at property lines & at top and bottom of retaining wall(s)
- Payment of application fees

Additional required information:

Retaining Walls (greater than 2 feet in height)

- Elevation drawings of retaining wall(s) with heights
- Retaining wall construction detail
- Cross section drawing for swales, including type of swale (grass or concrete)

Landscaping Projects

- Landscaping plan showing:
 - Site area
 - Grading elevations
 - All existing and proposed structures
 - Registered rights of way/easements
 - Location of proposed retaining walls
 - Landscape detail, including rock beds, flower/shrub beds, sodded areas, sidewalks, etc.
 - Location of trees/shrubs

Information that may be required:

- Engineered drawings (stamped by a P.Eng) for retaining walls greater than 4 feet in height and retaining walls that support structural elements of a building
- Lot grading certificates at rough and final grade

APPLICANT INFORMATION		ADMINISTRATIVE INFORMATION (FOR OFFICE USE ONLY)	
NAME:	PERMIT #:	APPLICATION FEE:	
PHONE:	DATE PAID:	RECEIPT #:	
EMAIL:	PAYMENT METHOD:		
SIGNATURE:			

Contact us: Town of Stony Plain • 4905 51 Avenue • Stony Plain, Alberta T7Z 1Y1 • Phone: (780) 963-8598 • Email: planning@stonyplain.com • Website: www.stonyplain.com Updated: October 10, 2023

TOWN OF STONY PLAIN										DEVELOPMENT & BUILDING PERMIT APPLICATION FORM										
LAND USE DISTRICT					TAX ROLL #					DEVELOPMENT PERMIT #					BUILDING PERMIT #					
1. CONTACT INFORMATION																				
APPLICANT:										ADDRESS:										
CITY:										PROV:					P/C:					
EMAIL:										PHONE:										
CONTRACTOR:										ADDRESS:										
CITY:										PROV:					P/C:					
EMAIL:										PHONE:										
LANDOWNER(S):										ADDRESS:										
CITY:										PROV:					P/C:					
EMAIL:										PHONE:										
2. PROJECT ADDRESS & LEGAL DESCRIPTION																				
MUNICIPAL ADDRESS:										SUBDIVISION:										
Plan	Block	Lot	Quarter Section <input type="checkbox"/> NW <input type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE				Section	Township	Range	Meridian <input type="checkbox"/> W4 <input type="checkbox"/> W5										
3. PROJECT DETAILS																				
CURRENT LAND USE:										PROPOSED LAND USE:										
START DATE:					EST. COMPLETION DATE:					EST. COST OF DEMOLITION:										
DESCRIPTION OF DEMOLITION WORK:																				
4. AUTHORIZATION																				
initial		<i>I authorize the Town of Stony Plain to send all correspondence and notices required under the Municipal Government Act 2000 RSA and Land Use Bylaw to the email address provided above and that all notices will be deemed received by the applicant on the date they are emailed.</i>																		
initial		<i>I acknowledge that construction of the building shall not proceed until the building permit is issued.</i>																		
initial		<i>I am/represent the owner of the land and will be/represent the owner of the building for which I am submitting this permit application. I understand that any deviation from the scope of work or use described on this application and shown on the site plan and drawings provided as part of this application will require additional review and decision from the Municipality.</i>																		
initial		<i>Pursuant to the Municipal Government Act, I hereby authorize employees, representatives, and agencies acting on behalf of the Town of Stony Plain to enter the subject property, for the purpose of making a decision on this application and to conduct necessary inspections in connection to this development and/or building permit application.</i>																		
initial		<i>The applicant agrees to protect and prevent from damage any public utilities or local improvements such as water shut-off valves, curbs, and curb stops, sidewalks, streets, lanes and municipal or environmental reserves, and to prevent excess soil being spilled on public streets, lanes and sidewalks. Any damage to public utilities or local improvements which, in the opinion of the Municipality, has been caused by the undersigned or servants, agents or contractors during the construction of the above subject development shall be repaired, restored or re-constructed to the satisfaction of the Municipality at no cost to the Town of Stony Plain.</i>																		
initial		<i>The applicant agrees to prevent excess littering of the construction site. Construction litter and material will be properly maintained on the property on which construction is taking place and will not be permitted to spread to adjacent properties.</i>																		
DATE:					NAME:					SIGNATURE:										

FOR OFFICE USE ONLY			
FEE TYPE:	FEE AMOUNT:	RECEIPT:	DATE PAID:
Development Permit:			
Building Permit:			
Safety Code Levy:			
Certificate of Title:			
Other:			
Other:			
Other:			
Development Permit Fees Subtotal:			
Building Permit Fees Subtotal:			
Total Fees Due:			

Additional Information

Application Fees:

DEVELOPMENT & BUILDING PERMIT APPLICATION FEES	
Development permit fees	
Demolition – Residential	\$75.00
Demolition – Non-Residential (commercial/industrial/institutional)	\$125.00
Building permit fees (not including Safety Code Levy)	
Residential	\$100.00
Non-residential (commercial/industrial/institutional)	\$250.00

General Information:

Applications for Development 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 Demolition Permit Application will include:

- Development & Building permit application - completely filled out, dated and signed;
- Current Land Title search (within 1 week of application date);
- Landowner Consent – if applicant is not the registered landowner;
- Site plan (drawn to a satisfactory scale and dimensioned in metres);
- One electronic copy of site plan and drawings (in pdf format);
- Required drawings (elevations, construction detail, cross sections)
- Landscape plan (if applicable) ; and
- Payment of permit fees (to be determined upon review of application).

Site Plans will show the following:

- a. Lot dimensions & total area
- b. Location of registered easements & ROW's
- c. Location new and existing buildings (including accessory buildings)
- d. Location and length of proposed retaining wall (s)
- e. Location of swales (if applicable)
- f. Grading elevations at property lines and at top and bottom of retaining wall(s)

Documents that may be required with a Demolition Permit Application:

- a. Engineered drawings (stamped by a Professional Engineer for retaining walls greater than 4 feet in height and retaining walls that support structural elements of a building.
- b. Lot grading certificate at rough and final grade.

Definitions:

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.

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