



Development & Building Permit Application Secondary Suite

Applicants must complete the checklist(s) below to accompany a development 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.

CHECKLISTS

CHECKLISTS	
BASEMENT SUITE	SUITE ABOVE GARAGE OR IN A SEPARATE ACCESSORY BUILDING
<input type="checkbox"/> Complete and signed application form <input type="checkbox"/> Secondary suite questionnaire <input type="checkbox"/> Site plan showing: <input type="checkbox"/> Location of suite entrance <input type="checkbox"/> Location and dimensions of the driveway and parking stalls <input type="checkbox"/> Floor plan showing the following: <input type="checkbox"/> Location of suite entrance <input type="checkbox"/> Room dimensions <input type="checkbox"/> What each room will be used for <input type="checkbox"/> Location and size of windows and doors <input type="checkbox"/> Location of carbon monoxide and smoke detectors <input type="checkbox"/> Payment of application fees	<input type="checkbox"/> Complete and signed application form <input type="checkbox"/> Secondary suite questionnaire <input type="checkbox"/> Site plan showing: <input type="checkbox"/> Location of suite entrance <input type="checkbox"/> Location of all existing buildings on the site <input type="checkbox"/> Location and dimensions of proposed building(s), showing building footprint (outline of buildings, including decks and balconies) <input type="checkbox"/> Setbacks to property lines <input type="checkbox"/> Setbacks to the principal dwelling <input type="checkbox"/> Location and dimensions of the driveway and parking stalls <input type="checkbox"/> Elevation drawings of the exterior of the building including: <input type="checkbox"/> All four sides, indicating direction of each side (north, east, south and west) <input type="checkbox"/> Windows, doors, decks and balconies <input type="checkbox"/> Total height of building from finished grade to highest peak of the roof <input type="checkbox"/> Floor plan showing: <input type="checkbox"/> Location of suite entrance <input type="checkbox"/> Dimensions of each room <input type="checkbox"/> What each room will be used for <input type="checkbox"/> Location and size of windows and doors <input type="checkbox"/> Location of carbon monoxide and smoke detectors <input type="checkbox"/> Payment of application fees
APPLICANT INFORMATION	ADMINISTRATIVE INFORMATION (FOR OFFICE USE ONLY)
NAME:	PERMIT #:
PHONE:	APPLICATION FEE:
EMAIL:	DATE PAID: RECEIPT #:
SIGNATURE:	PAYMENT METHOD:
	NEW ADDRESSING REQUIRED: Yes <input type="checkbox"/> No <input type="checkbox"/>

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Updated: April 29, 2021

	DEVELOPMENT PERMIT APPLICATION FORM							
	LAND USE DISTRICT			TAX ROLL #		DEVELOPMENT 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. CONSTRUCTION VALUE:			
DESCRIPTION OF WORK AND PROPOSED USE:								
4. AUTHORIZATION								
<i>initial</i>	<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>							
<i>initial</i>	<i>I acknowledge that construction of the building shall not proceed until the building permit is issued.</i>							
<i>initial</i>	<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>							
<i>initial</i>	<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>							
<i>initial</i>	<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>							
<i>initial</i>	<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:			
Variance/Discretionary Use:			
Development deposit (refundable):			
Development charges: \$ x ha			
Capital Recreation Levy: \$ x # units			
Certificate of Title:			
Other:			
Other:			
Other:			
<i>Development Permit Fees Subtotal:</i>			
Total Fees Due:			

Additional Information

Application Fees:

2021 DEVELOPMENT PERMIT APPLICATION FEES		
New Construction	Permitted use	Discretionary use
Single detached & semi-detached dwellings	\$150.00	\$250.00
Multi-family or high density – per unit	\$100.00	\$150.00
Commercial, industrial, community services (includes additions) min \$300.00	\$250.00 + \$1.00/m ²	Additional \$100.00
Miscellaneous	Permitted use	Discretionary use
Residential – Decks, additions, accessory buildings, home occupations, etc.	\$75.00	\$125.00
Commercial, industrial, institutional, community services – Decks, accessory buildings, etc.	\$125.00	\$225.00
Preliminary development permit – non-refundable	\$500.00	-
External agency applications and referrals (provincial and federal)	\$500.00	-
Change of use	\$225.00	-
Excavation, clearing, filling of vacant lots	\$500.00	-
Signage (all signs other than billboards and electronic message boards)	\$100.00	\$200.00
Signage (billboards > 10m ² , electronic message boards)	\$200.00	\$300.00
Sign Impoundment & Storage		
Pickup and impoundment of portable signs (or signs similar or larger in size)		\$100.00
Pickup and impoundment of A frame signs (or signs similar in size)		\$30.00
Storage fees per day for portable signs (or signs similar or larger in size)		\$20.00

General Information:

Applications for Development Permits undergo an intense and thorough review that involves Planning, Operations, Engineering, Fire and Building input. The Development Authority circulates internally to those departments during a Pre-Application process to ensure compliance with our regulations and standards, and to assist the applicant in submitting a complete development permit application. This helps to avoid delays in the final review of development permit applications and to avoid costly changes during the building permit and construction process.

A COMPLETE Development Permit Application will include:

- Development 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;
- Two 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 with a Development Permit Application:

- 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 a Development Permit Application:

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.



Development Permit Application Process

Step (Timing)	Process		Procedure
	Applicant/Public	Municipality	
Pre-Application (20 days)	Pre-application review		1. Applicant applies for pre-application review to determine requirements for a complete development permit application
Completeness Review (20 days)	Submit application	Determine if application is complete	2. Applicant submits a complete application based on required information determined through the pre-application review 3. For incomplete applications, the applicant will submit outstanding information, within the time specified by the development authority, or request an extension, allowing time for revisions prior to resubmitting the application
Decision/Conditional Approval/Refusal (40 days) Circulation/Appeal (21 days)	Identify outstanding items Applicant appeal process (optional) Public appeal process (optional)	Incomplete Complete Development authority review and decision Refused Conditional approval Permitted use Discretionary uses and variances: public circulation No public appeal/ applicant appeal conditions (optional)	4. Development authority decides to either refuse or conditionally approve the application. 5. Decisions on an application for a permitted use are issued and circulated to the applicant. Decisions on an application for discretionary uses or a variance is circulated to the public. 6. Applicants can appeal a decision to refuse an application or the conditions of an approval. Members of the public can appeal a decision on an application for a discretionary use or a variance. 7. If an appeal is received, it is heard by the Subdivision and Development Appeal Board (SDAB)
Development Agreement (Dependent on project)	Development agreement application (if applicable)	Release development permit	8. Permit is released if there are no appeals 11. Request a development agreement (if required)
Engineering (Dependent on project)	Perform work Submit rough grading certificate Call for final development inspection	Review rough grading certificate Send report to applicant Development Officer inspects property for completion of DP conditions Unsatisfactory Satisfactory Return development deposit	9. Permitted work is completed 10. The applicant submits their rough grading certificate to the Town's engineering technician(s) for review 11. The Town reviews the rough grading certificate and provides a report to the applicant issuing the lot grading certificate 12. The applicant requests a final development inspection 13. The Development Officer completes a site inspection to ensure completed work meets the appropriate standards 14. When the final inspection is sufficient, the Development Officer returns the development deposit