



Development Agreement Application Package

Applicants must complete the checklist below to accompany a request for a development agreement 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

<p>Required information for a complete development agreement request:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete and signed application form <input type="checkbox"/> Current certificate(s) of title <input type="checkbox"/> Relevant registered caveat(s) <input type="checkbox"/> Accepted detailed design drawings signed and sealed by a professional engineer licensed to practice in the province of Alberta <input type="checkbox"/> Accepted construction cost estimates <input type="checkbox"/> Map showing the development area 	<p>Additional information that <u>may</u> be required based on the nature of the request:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Itemized list of expected cost recoveries, complete with cost breakdown <input type="checkbox"/> Construction specifications <input type="checkbox"/> Anticipated schedule for construction activities <input type="checkbox"/> One copy of all plans, forms, and reports associated with approvals, permits, licenses, and agreements required by all government, public, or private authorities with jurisdiction over the work, as applicable <input type="checkbox"/> A letter from a professional engineer confirming that all information previously submitted as part of the application is still current and accurate <input type="checkbox"/> Tentative plan of survey <input type="checkbox"/> Other documents, drawings, and information requested by the Town of Stony Plain
APPLICANT INFORMATION	ADMINISTRATIVE INFORMATION (FOR OFFICE USE ONLY)
NAME:	AGREEMENT #:
PHONE:	APPLICATION FEE:
EMAIL:	DATE PAID: RECEIPT #:
SIGNATURE:	PAYMENT METHOD:

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DEVELOPMENT AGREEMENT APPLICATION FORM

TAX ROLL #

RELATED FILE #

ENGINEERING DRAWING #

1. PROJECT DESCRIPTION

SUBDIVISION/PROJECT NAME:

MUNICIPAL ADDRESS:

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
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2. LANDOWNER/PARTY ENTERING INTO THE AGREEMENT

LEGAL NAME(S):

ADDRESS:

CITY:	PROV:	P/C:
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EMAIL:	PHONE:
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3. CONSULTANT/AGENT MAKING THE SUBMISSION

NAME(S):	COMPANY:
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ADDRESS:

CITY:	PROV:	P/C:
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EMAIL:	PHONE:
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4. APPLICANT CERTIFICATION

I hereby certify that the design has been completed in accordance with the Town of Stony Plain Municipal Development Standards and the requirements of all governmental or other public authorities having jurisdiction.

Print Name of Applicant(s): _____

Applicant Signature(s): _____

Application Date: _____

Additional Information

Application Fees:

2021 DEVELOPMENT AGREEMENT FEES	
Major development agreement	\$5,000.00
Minor development agreement	\$3,000.00
Other agreements (easements, assignments, encroachments, etc.) and amending agreements	\$2,000.00

Frequently Asked Questions:

What is a development agreement?

A development agreement is a legal contract between a municipality and landowner or developer that establishes conditions for how to service and develop municipal infrastructure. Development agreements are often required for subdivisions and may be required for development permits.

Do I need to enter a development agreement?

If you are applying for a subdivision or development permit that requires construction of local/municipal improvements, you likely need to enter a development agreement. Once you have a subdivision or permit approval (or both if required), you can prepare the necessary engineering design drawings and construction cost estimates, provide them to the Town for acceptance, and request to enter a development agreement.

Definitions:

Construction Completion Certificate (CCC): A certificate issued by the Town resulting from the process of determining if local improvements included as part of a development agreement are fully complete and are constructed to the appropriate municipal standards.

Construction cost estimate: the expected cost for construction and installation of local improvements, to be included in the development agreement.

Development charge: a charge imposed by the Town to be paid by a developer to build new infrastructure outside or “off” a development site, which includes off-site levies.

Engineering design drawing: detailed drawings, plans, and specifications prepared by a professional engineer covering the design, construction, location, and installation of all local improvements that conform to municipal standards.

Engineering record drawing: final as-built drawings, plans, and specifications prepared by a professional engineer showing the location of all local improvements constructed as part of a development.

Final Acceptance Certificate (FAC): A certificate issued by the Town indicating the expiration of the warranty period and acceptance of local improvements to fully transfer municipal improvements from a developer to the Town.

Underground local improvement (Deep utility): a utility that has facilities buried at a depth of more than 2.5 metres below surface grade, including but not limited to water distribution, sanitary sewer, and storm sewer systems.

Municipal/local improvement: new or replacement construction projects intended to upgrade or improve certain conditions within residential, commercial, or industrial areas within the Town. There are different types of local improvements covered under a development agreement including: underground (water distribution systems, sanitary sewer systems, storm sewer systems), surface (earthworks and berming, sidewalk, curb and gutter, granular base, asphalt, fencing, signage), landscaping (landscaping and maintenance), and shallow utilities (electrical, natural gas, telecommunications).

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.

Shallow utility local improvement: a utility that has facilities buried at a depth of less than 2.5 metres below surface grade, including but not limited to electrical (includes streetlights), natural gas and telecommunication utilities.

Surface local improvement: a utility that has facilities on the surface grade, including but not limited to earthworks and berming, sidewalk, curb and gutter, granular base, asphalt, fencing, and signage.

Landscaping: the approved landscaping plan which includes, but is not limited to, the modification or enhancement of a site by means of growing or planting of any type of vegetation, installing, constructing or placing inanimate materials such as brick, stone, concrete, tile and wood (excluding monolithic concrete and asphalt), and altering any grades or elevations of the surface of the site which is not done solely for purposes of drainage control.

Warranty period: A period of at least two (2) years for all local improvements that begins upon CCC being issued and expires when the Town issues the FAC.



Development Agreement Application Process

Step (Timing)	Process		Procedure
	Applicant	Municipality	
Conditional Approval (60 days)		Subdivision/development permit receive conditional approval	1. The subdivision/development permit receives conditional approval
Engineering Drawings and Construction Cost Estimate Review (Dependent on project)	Submit engineering drawings	Review and circulate drawings Refused / Accepted Cost estimate received	2. Detailed engineering drawings are submitted for the subdivision/development permit 3. Detailed drawings are reviewed and circulated for comment 4. The applicant prepares a cost estimate for the accepted engineering drawings
Fees and Agreement (Dependent on project)	Revisions Apply to enter a development agreement Revisions Development agreement is signed and sealed by the applicant	Refused / Accepted Determine development charges Draft development agreement Development agreement is reviewed, signed and sealed by the Town Receive payment of security / Development agreement is registered on title	5. The Town determines development charges 6. The Town engages a solicitor to draft the development agreement, which is reviewed and accepted by Town staff 7. The applicant signs and seals the development agreement 8. The development agreement is reviewed, signed and sealed by the Town 9. The development agreement is registered on title and the applicant is able to apply for subdivision endorsement 10. Applicant pays development charges 11. The applicant submits payment of security, as stipulated in the development agreement prior to commencing work
CCC and FAC (Dependent on project)	Correct deficiencies Correct deficiencies	Work is commenced Submit CCC (within 1 year) Inspection performed Deficient / Sufficient Warranty period (2 years) FAC inspection performed (at 2 years) Deficient / Sufficient Submit FAC	12. Municipal improvements are constructed and completed 13. The applicant requests a Construction Completion Certificate (CCC) within one year of construction commencement 14. An inspection is performed to determine if the municipal improvements are fully completed to the appropriate standards 15. CCC is given 16. The warranty period begins and the Town may release a portion of security 17. After two years, the Final Acceptance Certificate (FAC) inspection occurs to ensure municipal improvements are functioning as intended 18. The applicant requests a FAC 19. FAC is given
Release		Release security Development agreement is released from title	20. Administration releases security 21. The development agreement is released from the title