



Development Permit Information Checklist

*For Commercial, Industrial, Institutional, Community Services,
Comprehensively Planned or High Density Residential Developments*

Below is a comprehensive list of items that apply to most large scale new construction projects. The information required will vary depending on the scale and use of the proposed project. The Town of Stony Plain Development Authority may require additional items and information to complete the review of the development permit.

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

Permit Fees (*to be determined upon review of application*)

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

- a. Offsite 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 Plan 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 showing 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 or right-of-ways
- 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
- g. Footprint and dimensions for all buildings or structures

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 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

- 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 right-of-ways, 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

In support of 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



**DEVELOPMENT, BUILDING & ENGINEERING CHECKLIST
APPLICATION FOR NEW CONSTRUCTION**

NON-RESIDENTIAL & HIGH DENSITY/COMPREHENSIVE RESIDENTIAL PROJECTS	
Development Permit Application:	
<input type="checkbox"/> Certificate of Title- current <input type="checkbox"/> Abandoned Well Search <input type="checkbox"/> Landowner Consent (if not registered landowner) <input type="checkbox"/> Proposed Land Uses <input type="checkbox"/> Landscape Plan (including number of trees/shrubs & area) <input type="checkbox"/> Amenity Space <input type="checkbox"/> Outside Storage/Display Areas <input type="checkbox"/> Building Elevations & Floor Plans <input type="checkbox"/> Number of Units <input type="checkbox"/> Sign Specifications If Required by Development Authority: <input type="checkbox"/> Soil Testing/Geotechnical Report <input type="checkbox"/> Environmental Site Assessment <input type="checkbox"/> Parking/Transportation Study <input type="checkbox"/> Noise Evaluation Study <input type="checkbox"/> Other information deemed necessary to make a decision	<input type="checkbox"/> Surveyed Site Plan <ul style="list-style-type: none"> • Site Area • Location of registered easements/ROW's • Grading & elevations (if no grading plan required) • Building footprint • Setbacks • Site coverage • Accesses/Driveways (include widths) • Parking plan (identify barrier free & visitor stalls & dimensions) • Loading space (include dimensions) • Bicycle racks (location & number of stalls) • Garbage provisions • Internal sidewalks • Proposed fencing (with height) • Turning radius for Fire Apparatus
Engineering Requirements:	
Civil Drawings:	
<input type="checkbox"/> Lot Grading Plan <input type="checkbox"/> Storm Water Management Plan <input type="checkbox"/> Water/Sewer Servicing Plan <input type="checkbox"/> Roads/Access Plans	<input type="checkbox"/> Existing Conditions Plan
Building Permit Application:	
Drawings:	Schedules:
<input type="checkbox"/> New Home Warranty (<i>residential projects only</i>) <input type="checkbox"/> Contractors License (<i>residential projects only</i>) <input type="checkbox"/> Water Sewer Installation Report <input type="checkbox"/> Construction/Architectural Drawings <input type="checkbox"/> Fire Safety Plan <input type="checkbox"/> Energy Code Detail <input type="checkbox"/> Roof Truss Layouts <input type="checkbox"/> Floor Joist Layouts & Engineering <input type="checkbox"/> Tall Wall Detail <input type="checkbox"/> Grade Beam & Pile Foundation Engineering <input type="checkbox"/> Sprinkler Detail & Installers Qualifications <input type="checkbox"/> Hydronic Heating Layouts	<input type="checkbox"/> A-1 Coordinating Engineer Schedules – A-2, B-1 & B-2 <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Sprinklers <input type="checkbox"/> Architectural <input type="checkbox"/> Structural <input type="checkbox"/> Geo Technical Schedules - C-1 & C-2 <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Structural <input type="checkbox"/> Architectural
Certifications:	
<input type="checkbox"/> Elevators <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Sprinklers	
Fire Department:	
<input type="checkbox"/> Turning radius for fire apparatus <input type="checkbox"/> Location of fire hydrants & proximity to site	

**DEVELOPMENT, BUILDING & ENGINEERING CHECKLIST
APPLICATION FOR NEW CONSTRUCTION**

STANDARD RESIDENTIAL APPLICATION (SINGLE/SEMI-DETACHED DWELLING)		
Development Permit Application:		
<input type="checkbox"/> Certificate of Title (current) <input type="checkbox"/> Landowner consent (if not registered landowner) <input type="checkbox"/> Surveyed Plot Plan <ul style="list-style-type: none"> • Site Area • Location of registered easements/ROW's • Grading & elevations • Building footprint • Building dimensions • Setbacks • Site coverage • Accesses/Driveways/Parking pads 		
Building Permit Application:		
<input type="checkbox"/> New Home Warranty <input type="checkbox"/> Contractors License <input type="checkbox"/> Water Sewer Installation Report <input type="checkbox"/> Construction/Architectural Drawings <input type="checkbox"/> Fire Safety Plan <input type="checkbox"/> Energy Code Detail	<input type="checkbox"/> Roof Truss Layouts <input type="checkbox"/> Floor Joist Layouts & Engineering <input type="checkbox"/> Tall Wall Detail <input type="checkbox"/> Grade Beam & Pile Foundation Engineering <input type="checkbox"/> Sprinkler Detail & Installers Qualifications <input type="checkbox"/> Hydronic Heating Layouts	
Fees:		
<input type="checkbox"/> Development Permit <input type="checkbox"/> Building Permit	<input type="checkbox"/> Construction Water <input type="checkbox"/> Water/Sewer Report <input type="checkbox"/> Lot Grading	<input type="checkbox"/> Offsite Levies <input type="checkbox"/> Capital Recreation Levy <input type="checkbox"/> Development Deposit <input type="checkbox"/> Other Contributions (depending on location)
Other Permits & Approvals:		
Safety Codes:	Provincial Approvals (if required):	
<input type="checkbox"/> Gas permit <input type="checkbox"/> Plumbing permit <input type="checkbox"/> Electrical Permit <input type="checkbox"/> PSDS Permit	<input type="checkbox"/> Alberta Transportation (780) 963-5711 <input type="checkbox"/> Alberta Environment (780) 960-8600 <input type="checkbox"/> Alberta Health Services (780) 962-7509	
Prior to Occupancy:	Lot Grading Program:	
<input type="checkbox"/> All permits – Closed <input type="checkbox"/> Water metre application	<input type="checkbox"/> Rough Grade Certificate (subject to audit) <input type="checkbox"/> Final Grade Certificate & Inspection	
<p>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</p>		