



# 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

**Required information** for a complete development agreement application:

- Complete and signed application form
- Current certificate(s) of title
- Relevant registered caveat(s)
- Accepted detailed design drawings signed and sealed by a professional engineer licensed to practice in the province of Alberta
- Accepted construction cost estimates
- Map to delineate the development area showing the following:
  - Legal land descriptions
  - All on-site areas where development is taking place and any adjacent public lands required to facilitate development outlined in a heavy black or bold boundary

**Additional information** that may be required based on the nature of the application:

- Itemized list of expected cost recoveries, complete with cost breakdown
- Construction specifications
- Anticipated schedule for construction activities
- 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
- A letter from a professional engineer confirming that all information previously submitted as part of the application is still current and accurate
- Tentative plan of survey
- 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:	

**Contact us:** Town of Stony Plain • 4905 51 Avenue • Stony Plain, Alberta T7Z 1Y1 •  
Phone: (780) 963-8598 • Email: [planning@stonyplain.com](mailto:planning@stonyplain.com) • Website: [www.stonyplain.com](http://www.stonyplain.com)  
Updated: August 4, 2021



**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
------	-------	-----	--	---------	----------	-------	---

**2. LANDOWNER/PARTY ENTERING INTO THE AGREEMENT**

LEGAL NAME(S):

ADDRESS:

CITY:	PROV:	P/C:
-------	-------	------

EMAIL:	PHONE:
--------	--------

NAME OF THE SIGNING AUTHORITY EXECUTING THE AGREEMENT (all signing authorities must be signatories for the landowner, as indicated on the certificate of title or corporate registry documentation):

I/my company has a Corporate Seal: Yes  No

**3. CONSULTANT/AGENT MAKING THE SUBMISSION**

NAME(S):	COMPANY:
----------	----------

ADDRESS:

CITY:	PROV:	P/C:
-------	-------	------

EMAIL:	PHONE:
--------	--------

**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.