



Development Permit Application

Earthworks

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.

CHECKLIST

Required information:

- Complete and signed application form
- Abandoned well search
- Current certificate(s) of title
- Landowner consent (if applicant is not the registered landowner)
- Site plan showing the following:
 - Site area
 - Location of registered easements/rights of way
 - Existing structures
 - Accesses, driveways, drive aisles, parking and loading
 - Outdoor display/storage areas
- Grading plan (existing and proposed)
- Hauling route plan (include equipment types and relevant road ban dates)
- Dust control plan
- Road maintenance plan
- Payment of application fees

Additional information that may be required based on the initial inquiry:

- Geotechnical report
- Environmental site assessment
- Biophysical report
- Deep fill report (if cut/fill is more than 1.0 m)
- Erosion and Sedimentation Control (ESC). ESS 6.25
- Traffic accommodation plan
- Material source location
- Contaminated site material removal plan
- Department of Fisheries and Oceans Canada approval
- Alberta Environment and Protected Areas approval

APPLICANT INFORMATION

ADMINISTRATIVE INFORMATION (FOR OFFICE USE ONLY)

NAME:	PERMIT #:	
PHONE:	APPLICATION FEE:	
EMAIL:	DATE PAID:	RECEIPT #:
SIGNATURE:	PAYMENT METHOD:	

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	EARTHWORKS 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:	
DEVELOPER'S ENGINEER:	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

DESCRIPTION OF WORK:		
CURRENT LAND USE:		PROPOSED LAND USE:
START DATE:	EST. COMPLETION DATE:	EST. CONSTRUCTION VALUE:

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:			
Development Permit Fees Subtotal:			
Total Fees Due:			
Payment Method:	<input type="checkbox"/> Visa <input type="checkbox"/> M/C <input type="checkbox"/> Debit <input type="checkbox"/> Cheque <input type="checkbox"/> Cash		

Additional Information

Application Fees:

DEVELOPMENT PERMIT APPLICATION FEES		
Miscellaneous	Permitted use	Discretionary use
Earthworks (excavation, clearing, grading, filling, stockpiling, etc.)	\$500.00	-
Development Security Deposit	Permitted use	Discretionary use
Clearing, Excavation, Filling or Grading of vacant lots of High Density, Comprehensive Site, Commercial, Industrial or Future Development	\$10,000.00	-

General Information:

Applications for Earthworks Development Permits undergo a thorough process that involves a multi-disciplinary review. The Development Authority circulates internally to relevant departments to ensure compliance with our regulations and standards, and to ensure a complete application.

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

- Off-site Levies
- Development Security Deposit
- Security

Lot grading plans will show the following:

- A scale drawing of the property, designed by either an Alberta Land Surveyor, Professional Engineer or Registered Architect
- Existing surface elevations, contours and surface grades of the property based on geodetic datum
- Proposed geodetic surface elevations at the property corners and at intervals around the perimeter of the property
- Proposed geodetic surface elevations adjacent to the foundation walls or concrete slab-on-grade for each proposed building
- Proposed direction of surface drainage flow, indicated by arrows
- Proposed surface conditions, i.e. sod, asphalt, concrete, gravel
- Where applicable, provisions for accommodating overland flows from adjacent undeveloped lands or the size and location of any proposed private storm drainage system
- Information referring to Geotechnical Reports produced by a Geotechnical Engineer when unusual or special requirements are needed
- Property Information: Legal description, subdivision or neighborhood, property address or road names, north arrow, project name, applicant information, development boundary, revision box, legend, notes
- 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

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.

Environmental Impact Assessment: A report, prepared by an Environmental Engineer, in good standing, registered in the Province of Alberta, providing an assessment of the possible positive or negative impacts that a proposed project may have on the environment.

Geotechnical Report: A report, prepared by a Geotechnical Engineer, in good standing, registered in the Province of Alberta, providing a description of surface and subsurface soil conditions, and providing recommendations for site work, construction methodology and foundation design.

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	
Land Development Inquiry (15 days)	Land Development Inquiry		1. Applicant makes a Land Development Inquiry to get feedback and determine the requirements for a complete application
Completeness Review (20 days)		Determine if application is complete Incomplete Complete	2. Applicant submits a complete application based on the required information determined during the Land Development Inquiry 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)		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)		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