

## COMMERCIAL/INDUSTRIAL/URBAN SERVICES/ MULTI-FAMILY CHECKLIST

### INFORMATION REQUIRED FOR A DEVELOPMENT PERMIT

All of the following information is necessary to facilitate a thorough and timely evaluation and decision on your application. All materials submitted must be clear, legible, and precise. **Only applications that are complete will be accepted.**

Plans submitted should be to a professional drafting standard (rough sketches are not acceptable) in order to ensure that your application is processed accurately and in a timely manner.

### ALL DRAWINGS ARE REQUIRED TO BE SUBMITTED USING METRIC MEASUREMENTS.

OFFICE	APPLICANT SUBMISSION REQUIREMENTS	
<input type="checkbox"/>	<input type="checkbox"/>	<b>PROJECT ADDRESS:</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>1. HAVE YOU APPLIED FOR A DEVELOPMENT PERMIT FOR THIS ADDRESS?</b>
	<input type="checkbox"/> YES	PERMIT NO: <input type="checkbox"/> NO
<input type="checkbox"/>	<input type="checkbox"/>	<b>2. PRE-APPLICATION MEETING</b> held with Development?
	<input type="checkbox"/> YES	DATE: <input type="checkbox"/> NO
<input type="checkbox"/>	<input type="checkbox"/>	<b>3. APPLICATION FEE</b> (Development Fee due at time of application whether by mail or in person)
<input type="checkbox"/>	<input type="checkbox"/>	<b>4. LETTER OF AUTHORIZATION</b> (If applicant is not the owner)
<input type="checkbox"/>	<input type="checkbox"/>	<b>5. DECLARATION OF ABANDONED WELLS</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>6. CERTIFICATE(S) OF TITLE</b> (Current Copy - within 3 months)
<input type="checkbox"/>	<input type="checkbox"/>	<b>7. BOUNDARIES AND ENCUMBRANCES SURVEY PLAN</b> (Current) prepared by an Alberta Land Surveyor is required for all new building construction and additions for Commercial, Industrial, and Multi-Unit Residential Projects.
<input type="checkbox"/>	<input type="checkbox"/>	<b>8. Current copy of any RESTRICTIVE COVENANTS, UTILITY RIGHTS-OF-WAY, EASEMENTS or TOWN CAVEATS REGISTERED ON THE TITLE(S)</b>
	<b>DRAWINGS:</b> Must be sorted into sets. Each set must be stapled together.	
<input type="checkbox"/>	<input type="checkbox"/>	<b>9. SITE PLANS (4 SETS)</b> Plans must be to scale and dimensioned (min. scale 1:500) and show the following:
<input type="checkbox"/>	<input type="checkbox"/> Site Data Schedule	
<input type="checkbox"/>	<input type="checkbox"/> Zoning	
<input type="checkbox"/>	<input type="checkbox"/> Legal Description (Lot, Block, Plan Number)	
<input type="checkbox"/>	<input type="checkbox"/> Municipal Address	
<input type="checkbox"/>	<input type="checkbox"/> Site Area	
<input type="checkbox"/>	<input type="checkbox"/> Floor Area Ratio (FAR)/Site Coverage	
<input type="checkbox"/>	<input type="checkbox"/> Existing and Proposed Building Floor Area (incl. all floors)	
<input type="checkbox"/>	<input type="checkbox"/> Proposed Use of Building (incl. individual CRU uses and floor area)	
<input type="checkbox"/>	<input type="checkbox"/> Parking Analysis (refer to Parking Standards in your district's Land Use Bylaw)	
<input type="checkbox"/>	<input type="checkbox"/> Loading Space Requirements	
<input type="checkbox"/>	<input type="checkbox"/> Bicycle Parking Space Requirements	
<input type="checkbox"/>	<input type="checkbox"/> North Arrow	
<input type="checkbox"/>	<input type="checkbox"/> Property Lines and dimensions shown and labeled	
<input type="checkbox"/>	<input type="checkbox"/> Easements, Utility Rights-of-Way shown and labeled	
<input type="checkbox"/>	<input type="checkbox"/> Geodetic Grade Elevation of main floor	
<input type="checkbox"/>	<input type="checkbox"/> Outline of all Existing and Proposed Buildings/Structures on site	
<input type="checkbox"/>	<input type="checkbox"/> Setbacks from Proposed Buildings/Structures dimensioned to all property lines	
<input type="checkbox"/>	<input type="checkbox"/> Identification of all Streets and Lanes abutting the subject site	
<input type="checkbox"/>	<input type="checkbox"/> Curb Cuts/Site Access dimensioned from property line	
<input type="checkbox"/>	<input type="checkbox"/> Parking Layout with dimensions, including vehicle aisles	
<input type="checkbox"/>	<input type="checkbox"/> Parking Spaces including depth, width, angle, and number of spaces	
<input type="checkbox"/>	<input type="checkbox"/> Location of proposed Wheel Stops	
<input type="checkbox"/>	<input type="checkbox"/> Walkway Width	
<input type="checkbox"/>	<input type="checkbox"/> Surface Treatment for all areas, including parking and walkways	
<input type="checkbox"/>	<input type="checkbox"/> Bicycle Racks including location and number of bicycles accommodated	

OFFICE	APPLICANT SUBMISSION REQUIREMENTS
	<b>8. SITE PLANS (cont'd)</b>
<input type="checkbox"/>	<input type="checkbox"/> Location of any <b>Drive-Through, Queuing Spaces for Vehicles, and Drive-Through Signage</b> (e.g. entrance, exit, customer, courtesy and menu board signs) if applicable
<input type="checkbox"/>	<input type="checkbox"/> Location of any <b>Freestanding Signs</b> including detailed sign specs (i.e. height, width, etc.)
<input type="checkbox"/>	<input type="checkbox"/> <b>Above Ground Utilities</b> (transformers, etc.)
<input type="checkbox"/>	<input type="checkbox"/> <b>Fencing and Retaining Walls</b> including location of all existing and proposed
<input type="checkbox"/>	<input type="checkbox"/> <b>Garbage Collection Facilities</b> including screening details showing location, dimensions and materials
<input type="checkbox"/>	<input type="checkbox"/> <b>9. LANDSCAPE PLANS (3 SETS)</b> May be included on the site plan for small Developments provided the drawings remain clear and uncluttered. All drawings should be fully to scale and dimensioned (min. scale 1:100) and showing the following:
<input type="checkbox"/>	<input type="checkbox"/> <b>Trees, Shrubs, Flower Beds and Ground Cover</b> (indicate what is to be added, retained, and removed)
<input type="checkbox"/>	<input type="checkbox"/> <b>A schedule of Existing and Proposed Plant Material</b> (trees, shrubs) is required indicating the <b>Type</b> (deciduous, coniferous), <b>Sizes</b> (caliper,height), and <b>Species</b> (common and botanical names)
<input type="checkbox"/>	<input type="checkbox"/> <b>Total Landscaped Area</b> in square metres
<input type="checkbox"/>	<input type="checkbox"/> <b>Surface Treatment of all Hard Landscaped Areas</b> (decorative pavers, brick, stamped concrete, etc.)
<input type="checkbox"/>	<input type="checkbox"/> <b>10. FLOOR PLANS (3 SETS)</b> to scale and dimensioned (min. scale 1:00) and showing the following:
<input type="checkbox"/>	<input type="checkbox"/> <b>Dimensions</b> of Building (exterior and interior)
<input type="checkbox"/>	<input type="checkbox"/> <b>Total Floor Area</b> (including all floors, in square metres)
<input type="checkbox"/>	<input type="checkbox"/> Layout of all <b>Interior and Exterior Walls</b>
<input type="checkbox"/>	<input type="checkbox"/> All <b>Doors, Stairs and Window</b> locations
<input type="checkbox"/>	<input type="checkbox"/> Identification of all <b>Proposed/Existing Room Uses</b> on all floors, including mezzanine (i.e. retail space, office space, seating areas, kitchen, mechanical rooms, etc.)
<input type="checkbox"/>	<input type="checkbox"/> <b>Use and Floor Area</b> of each of the individual <b>Tenants</b> (square metres)
<input type="checkbox"/>	<input type="checkbox"/> <b>Cross Sections</b> showing all materials used for the Structure
<input type="checkbox"/>	<input type="checkbox"/> <b>Public Space Area</b> including all areas open to the public (i.e. Restaurants, Specialty Foods, etc.) in square metres
<input type="checkbox"/>	<input type="checkbox"/> <b>11. ELEVATION DRAWINGS (3 SETS)</b> All drawings should be fully dimensioned (min. scale 1:100) and show the following:
<input type="checkbox"/>	<input type="checkbox"/> <b>Exterior</b> of all sides of the proposed building, including all <b>windows, doors, loading bays, projections, decorative elements, and exterior lighting</b>
<input type="checkbox"/>	<input type="checkbox"/> <b>Roof top equipment</b> (information on how the roof top equipment will be screened - include elevation details for screening and a roof plan)
<input type="checkbox"/>	<input type="checkbox"/> All <b>Finishing Materials</b> including the following:
<input type="checkbox"/>	<input type="checkbox"/> <b>Exterior</b> materials ( i.e. brick, stucco)
<input type="checkbox"/>	<input type="checkbox"/> <b>Roof</b> materials ( i.e. asphalt shingles, concrete tiles)
<input type="checkbox"/>	<input type="checkbox"/> <b>Fascia, soffit, and trim</b>
<input type="checkbox"/>	<input type="checkbox"/> <b>Colours</b> of all major exterior building materials
<input type="checkbox"/>	<input type="checkbox"/> <b>Height from Geodetic Grade Elevation</b> (dimensioned)
<input type="checkbox"/>	<input type="checkbox"/> Elevation of any <b>Retaining Wall, Fence and/or Garbage Enclosure</b>
<input type="checkbox"/>	<input type="checkbox"/> <b>Cross Sections</b> showing all materials used for the structure

**Applicant's signature** is confirmation that all required information has been provided and is correct.

\_\_\_\_\_  
**APPLICANT'S NAME (PLEASE PRINT)** \_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**APPLICANT'S SIGNATURE** \_\_\_\_\_  
**PHONE**

**OFFICE USE ONLY**

**CHECKLIST REVIEWED**  
**BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **PERMIT NO:** \_\_\_\_\_  
(Please Print)