

## 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"/> PROJECT ADDRESS:
<input type="checkbox"/>	HAVE YOU APPLIED FOR A DEVELOPMENT PERMIT FOR THIS ADDRESS?
	<input type="checkbox"/> YES      PERMIT NO: <input type="checkbox"/> NO
<input type="checkbox"/>	<input type="checkbox"/> PRE-APPLICATION MEETING held with Development?
	<input type="checkbox"/> YES      DATE:      PERMIT NO: <input type="checkbox"/> NO
<input type="checkbox"/>	<input type="checkbox"/> APPLICATION FEE ( <b>Development Fee</b> due at time of application whether by mail or in person)
<input type="checkbox"/>	<input type="checkbox"/> LETTER OF AUTHORIZATION (If applicant is not the owner)
<input type="checkbox"/>	<input type="checkbox"/> DECLARATION OF ABANDONED WELLS
<input type="checkbox"/>	<input type="checkbox"/> CERTIFICATE(S) OF TITLE (Current Copy - within 3 months)
<input type="checkbox"/>	<input type="checkbox"/> BOUNDARIES AND ENCUMBRANCES SURVEY PLAN (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"/> Current copy of any <b>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>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"/> <b>Site Data Schedule</b>
<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"/> <b>North Arrow</b>
<input type="checkbox"/>	<input type="checkbox"/> <b>Property Lines</b> and dimensions shown and labeled
<input type="checkbox"/>	<input type="checkbox"/> <b>Easements, Utility Rights-of-Way</b> shown and labeled
<input type="checkbox"/>	<input type="checkbox"/> <b>Geodetic Grade Elevation</b> of main floor
<input type="checkbox"/>	<input type="checkbox"/> Outline of all <b>Existing and Proposed Buildings/Structures</b> on site
<input type="checkbox"/>	<input type="checkbox"/> <b>Setbacks from Proposed Buildings/Structures</b> dimensioned to all property lines
<input type="checkbox"/>	<input type="checkbox"/> Identification of all <b>Streets and Lanes</b> abutting the subject site
<input type="checkbox"/>	<input type="checkbox"/> <b>Curb Cuts/Site Access</b> dimensioned from property line
<input type="checkbox"/>	<input type="checkbox"/> <b>Parking Layout</b> with dimensions, including vehicle aisles
<input type="checkbox"/>	<input type="checkbox"/> <b>Parking Spaces</b> including depth, width, angle, and number of spaces
<input type="checkbox"/>	<input type="checkbox"/> Location of proposed <b>Wheel Stops</b>
<input type="checkbox"/>	<input type="checkbox"/> <b>Walkway Width</b>
<input type="checkbox"/>	<input type="checkbox"/> <b>Surface Treatment</b> for all areas, including parking and walkways
<input type="checkbox"/>	<input type="checkbox"/> <b>Bicycle Racks</b> including location and number of bicycles accommodated

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	<b>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	<b>Through</b>
<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>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>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>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 materials</b> ( i.e. brick, stucco)	
<input type="checkbox"/>	<input type="checkbox"/> <b>Roof materials</b> ( 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	
<input type="checkbox"/>	<input type="checkbox"/> <b>BEAUMONT URBAN DESIGN GUIDELINES DESIGN BRIEF</b>	
<input type="checkbox"/>	<input type="checkbox"/> <b>LIGHTING PLAN</b>	

**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: _____ (Please Print)	DATE: _____	PERMIT NO: _____