



City of Beaumont

Engineering Drawing Review Application

Updated: 2024-12-18

INCLUDES:

Application Documents

- Engineering Drawing Submission Checklist
- Engineering Drawing Application
- Process Acknowledgement Form
- General Design Standards Variance Form

Information Documents

- Process description
- Schedule "F" – Securities Form

E & OE

**City of Beaumont
Planning & Development
5600-49 Street
Beaumont, AB T4X 1A1
Phone: 780-929-8782
Fax: 780-929-3300
Email: planning@beaumont.ab.ca**

All forms and supporting documents (listed below) **MUST** be submitted at time of application.

- Completed Engineering Drawing Review Submission Application Form**
- Completed Engineering Drawing Process Acknowledgement Form**
- Supporting Documentation – (1) one digital copy**
 - Design Brief** describing the drawing set, including describing the supporting documentation used for preparation (ie., specific technical studies, area or neighbourhood level plans, etc) and any deviations from approved plans and policies with justification of why those deviations are required.
 - Completed **General Design Standards Variance Request Form** (if applicable)
 - Supporting Studies or Reports**, as required by the Tentative Approval of Subdivision and/or to support the proposed engineering design, which may include the following. Please note: this is not a comprehensive list and additional studies or reports may also be required:
 - Transportation Impact Assessment
 - Neighbourhood Design Report
 - Hydraulic Network Analysis
 - Other (please list):
 - Geotechnical Report
 - Environmental Site Assessment
 - Noise Abatement Plan

Detailed design drawings package, including the following drawings to a 1:500 or 1:1000 scale, as appropriate to the drawing set detail, in accordance with municipal requirements (GDS 1.2.3.4.1):

- Cover Sheet
- Legal and Land Use Plan(s)
- Road and Sidewalk Plan(s)
- Minor Storm, Wastewater Systems, and Water Plans
- Stormwater Drainage/Catchment Plan
- Wastewater Catchment Plan
- Lot Grading Plan(s)
- Other and/or design specific drawings (please list):
- Public Utility Lot Plan(s)
- Plan/Profiles, Detail Drawings, and Cross Sections
- Noise Abatement Drawings
- Standard Details
- Supporting Details
- Franchise utility and Street Hardware Plans
- Landscape Drawings

Fees (See current Planning, Development & Building Permit Fee Schedule)

MUST BE PAID AT TIME OF APPLICATION (cash, debit/credit, or cheque payable to City of Beaumont)

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DATE RECEIVED
OFFICE USE ONLY

DATE PAID
OFFICE USE ONLY

OFFICE USE ONLY

SDA or DP Number: _____

Land Use District(s): _____

Subdivision Name: _____

Fees	Receipt #:
Fee per hectare: \$2,500	
X number of hectares:	
Total Fees:	

1. Property Information

All/part of the _____ ¼ Sec. _____, Twp. _____, Rge _____, West of the 4th Meridian

OR Being all/part of Lot: _____ Block _____ Plan _____

OR Municipal Address: _____

Subdivision Name and Phase, if associated with a subdivision: _____

Project area (exclude any off-site infrastructure): _____ Hectares (_____ Acres)

2. Applicant and Property Owner Information

Applicant/Consultant Name: _____

Mailing Address: _____

Municipality: _____ Province: _____ Postal Code: _____

Phone: _____ Cell Phone: _____

Email: _____

Is the Applicant also the Registered Owner? Yes (*Do not fill out below*) No (*Fill out below – written authorization from registered owner required*)

Owner Name: _____

Mailing Address: _____

Municipality: _____ Province: _____ Postal Code: _____

Email: _____

3. Adherence to City of Beaumont's General Design Standards

I hereby certify that the design has been completed in accordance with the City of Beaumont's General Design Standards and the requirements of all governmental or other public authorities having jurisdiction over the project area. If variances are required to support my project, I have submitted a General Design Standards Variance Request Form along with this application. I am aware that not adhering to the City of Beaumont's General Design Standards will result in the rejection of my engineering drawing submission prior to a full review being conducted.

Signature of Applicant: _____

Print Name of Applicant: _____

Application Date: _____

The personal information requested on this form is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The information collected will be used for the purpose of permit review and inspection processes and may be communicated to relevant City Business Units, utility providers, and Alberta Health Services. It may also be used to conduct ongoing evaluations of services received from City Business Units. The name of the applicant and the nature of the permit will be available to the public. If you have any questions about the collection or use of your personal information, contact the City of Beaumont's FOIP Coordinator at 5600-49th Street, Beaumont, Alberta, T4X 1A1 or 780.929.8782.

The following form identifies the City of Beaumont’s goals and expectations for each stage of engineering drawing submission and resubmission process. Please note that submissions that do not adhere to the expectations noted below may be returned for applicant revision prior to initiating engineering drawing review at any submission or resubmission stage. A formal meeting may also be necessary at any stage to clarify any areas requiring further discussion prior to resubmission.

1st Submission - 4-6 week review period

- Concept level submission intended to review and accept the engineering design for the project, based on direction set by all relevant engineering studies and reports for the area
- Identification of any required variances to the General Design Standards shall be made in this submission to ensure the concept can move forward to implementation
- Intended outcome is formal comments from the City of Beaumont to revise the engineering design concept, as needed, and provide guidance for further refinement

2nd Submission - 4 week review period

- Submission addresses all 1st Submission comments and is ready for acceptance
- Includes a cover letter indicating how all 1st Submission comments were addressed
- Drawings are stamped by a P. Eng and submitted in a format permitting review and markup
- Stamped Schedule F shall be submitted along with this submission for consideration
- Intended outcome is full drawing and Schedule F acceptance, but a 3rd submission may be required to address minor remaining errors/omissions

Additional Submissions - 2 - 4 week review period

- Additional Submissions are intended to address minor remaining errors/omissions
- Submission includes a cover letter indicating how all previous submission comments were addressed
- Drawings are stamped by a P. Eng and submitted in a format permitting review and markup
- Stamped Schedule F shall be submitted along with this submission for consideration if substantive changes have been made
- Intended outcome is to resolve remaining minor errors/omissions addressed in previous submissions to allow for full acceptance of the drawing set and Schedule F

Acknowledgement: I have read and understood the intention of the City of Beaumont engineering drawing submission process. I will ensure that all submissions include all relevant information as described above. I am aware that not adhering to the City of Beaumont’s review process may result in the rejection of my engineering drawing submission prior to review and/or delays to approval timelines.

Applicant Signature: _____

Print Name of Applicant: _____ Date: _____



What is a Variance?

A Variance is the relaxation or exemption from a specific requirement of the City of Beaumont General Design Standards. A Variance shall be considered only in cases where the character or situation of the land will cause practical difficulties and where those characteristics and situations are not generally common to other lands within the City of Beaumont.

Permit or Subdivision #: _____

Applicant: _____

Property Address: _____

Legal: Lot: _____ **Block:** _____ **Plan:** _____

What specific GDS regulations do you require variance(s) for?

What is/are the unique circumstance(s) of your property that warrant variance(s)? Please note where additional information is provided in your engineering drawing review submission, if applicable.

I have reviewed all of the information supplied to the City of Beaumont with respect to an application for a Variance and confirm it is true and accurate to the best of my knowledge and belief. I understand that the City will rely on this information in its evaluation of my application for a Variance and that any decision made by the City based on inaccurate information may be rescinded at any time.

Signature

Date

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