



**Commercial / Industrial**  
**Permit Submission Checklist**

Date	Applicant Initials	Staff Initials	Requirements
			<p>1. Pre-application meeting held with Planning &amp; Development Staff:</p> <p><input type="checkbox"/> Yes    Date: _____    <input type="checkbox"/> No</p>
			<p>2. A letter of Authorization from the registered owner of the land, their agent, or other persons having legal or equitable interest in the site.</p> <ul style="list-style-type: none"> <li>o Where the applicant is an agent for the owner, a letter from the owner must be provided verifying the agent's authority to make the application.</li> <li>o The registered owner of the land needs to be notified that they may be required to enter into an Agreement of the Town. The Agreement will include a security deposit and insurance.</li> </ul>
			<p>3. Declaration of Developers agents for this project and their scope of work which may include:</p> <ul style="list-style-type: none"> <li>o Alberta Land Surveyor</li> <li>o Architect</li> <li>o Municipal Engineer</li> <li>o Transportation Engineer</li> <li>o Lawyer</li> </ul>
			<p>4. Signed Application Form(s) (one permit application per lot/title)</p>
			<p>5. Application Fee (see Fee Schedule): Receipt No.: _____</p>
			<p>6. Off-Site Levy Fees (if applicable):    Receipt No.: _____</p>
			<p>7. Complete Site Contamination Statement (Phase 1 Environmental Report), as required.</p>
			<p>8. Three (3) paper copies and one (1) electronic / PDF copy of the site plans showing:</p> <ul style="list-style-type: none"> <li>o General Information: <ul style="list-style-type: none"> <li>o Municipal address;</li> <li>o Legal Description (Lot, Block, Plan);</li> <li>o North Arrow;</li> <li>o Property lines and dimensions labelled;</li> <li>o Utility rights-of-ways and easements labelled;</li> <li>o Copy of any restrictive covenants, utility rights-of-ways, easements or Town caveats registered on the Title(s) (no older than three (3) months).</li> </ul> </li> <li>o Outline of all proposed buildings and/or structures on the site.</li> <li>o Setbacks from proposed buildings and/or structures dimensioned to all property lines, labelled in accordance with the current Land Use Bylaw in effect.</li> <li>o Elevations/floor plans of the proposed buildings and/or structures.</li> <li>o Adjacent Town streets, including existing and proposed: <ul style="list-style-type: none"> <li>o Sidewalks, curb &amp; gutters measured from property lines and including sidewalk width;</li> <li>o Curb cuts, driveway(s) entrance(s) measured from property line;</li> </ul> </li> </ul> <p align="center"><b>CONTINUED ON NEXT PAGE</b></p>



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			<ul style="list-style-type: none"> <li>○ Medians and/or breaks in medians on public streets adjacent to the site;</li> <li>○ Existing pedestrian crosswalks adjacent to the site;</li> <li>○ Corner cuts on corner sites;</li> <li>○ Road dimensions of any on site circulation roads (indicate one ways).</li> <li>○ Note that fire lanes are at least 6m wide with a minimum 12m center line radius.</li> <li>○ Layout of parking areas showing:               <ul style="list-style-type: none"> <li>○ Dimensioned depth, width, angle and number of parking stalls;</li> <li>○ Handicapped accessible stalls, access ramps, drop curbs for wheelchair accessibility and indication of how the stalls are to be marked;</li> <li>○ Loading stalls with indication of how they will be marked;</li> <li>○ Aisle dimensions;</li> <li>○ Location of any proposed wheel stops and speed bumps;</li> <li>○ Sidewalk width;</li> <li>○ Geodetic grades of the parking area including any driveway grades and parkade access ramps;</li> <li>○ Where the stall is between columns (parking structures).</li> </ul> </li> <li>○ Surface treatment for all areas including parking, sidewalks and landscaping.</li> <li>○ Location, size and type of all exterior doors.</li> <li>○ Location of bicycle racks and the number of bikes accommodated.</li> <li>○ Location of any drive-thru facilities, stacking spaces for vehicles, location of drive-thru signage (e.g. entrance, exit, customer courtesy and menu board signs), if applicable.</li> <li>○ Bus zones and bus shelters adjacent to the site.</li> <li>○ Location and height of all existing and proposed fencing and retaining walls.</li> <li>○ Location of garbage collection facilities and loading areas.               <ul style="list-style-type: none"> <li>○ Provide elevation drawings of garbage collection facilities, indicating colors, materials and dimensions.</li> </ul> </li> </ul>
			<p><b>9.</b> Three (3) paper copies and one (1) electronic / PDF copy of Utility Plans, Site Stormwater Management Plans and Site Grading Plans showing:</p> <ul style="list-style-type: none"> <li>○ <u>Utility Plan:</u> <ul style="list-style-type: none"> <li>○ Location of all proposed and/or existing shallow and deep utilities (e.g. water, sanitary sewer, storm sewer, gas, electrical, cable, telephone, either underground or overhead.</li> <li>○ Provide the original utility locates with the submission.</li> <li>○ Location of all lighting and light standards, catch basins, utility poles, hydrants and utility fixtures, on or adjacent to the site.</li> </ul> </li> <li>○ <u>Stormwater Management Plan:</u> <ul style="list-style-type: none"> <li>○ Plans must clearly show the location and details of sanitary sampling manholes and stormwater pre-treatment devices as required.</li> <li>○ Site drainage calculations, including:               <ul style="list-style-type: none"> <li>○ Allowable release rate;</li> <li>○ Drainage areas and associated runoff coefficients;</li> <li>○ Storage requirements;</li> <li>○ Runoff control structure release calculations.</li> </ul> </li> </ul> </li> </ul> <p style="text-align: center;"><b>CONTINUED ON NEXT PAGE</b></p>



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			<ul style="list-style-type: none"> <li>○ <u>Grading Plan:</u></li> <li>○ Existing and proposed geodetic grades, contours and any special topographical features or on site conditions (e.g. escarpments, break-of-slope, and any unstable areas).</li> </ul>
			<p><b>10.</b> Three (3) paper copies and one (1) electronic / PDF copy of Landscaping Plans (all drawings should be fully dimensions, accurately figured, explicit, and complete, metric scale not less than 1:100) showing:</p> <ul style="list-style-type: none"> <li>○ Trees, shrubs and significant vegetation and indication of what is to be added, removed and retained.</li> <li>○ Please include the following information:               <ul style="list-style-type: none"> <li>○ Number and location of all trees and / or shrubs;</li> <li>○ Type (deciduous, coniferous or ornamental) and species (common and botanical name);</li> <li>○ Size (caliper for deciduous, height for coniferous).</li> </ul> </li> <li>○ Surface treatment of all soft landscaped areas (e.g. grass, shrubs, mulch) and hard landscaped areas (e.g. decorative pavers, brick, stamped concrete), including boulevards.</li> <li>○ Method of irrigation for all soft landscaped areas.</li> <li>○ Total landscaped area (square meters).</li> <li>○ Curb details to separate landscaping.</li> </ul>
			<p><b>11.</b> Three (3) paper copies and one (1) electronic / PDF copy of the floor plans (all drawings should be fully dimensioned, accurately figured, explicit and complete (metric scale not less than 1:100) showing:</p> <ul style="list-style-type: none"> <li>○ Layout of all exterior and interior walls, include the floor plan of the proposed building (identifying all spaces inside the building);</li> <li>○ Total gross floor area, and gross floor area of each of the individual spaces;</li> <li>○ Location of exterior and internal doors and windows;</li> <li>○ Loading and internal garbage storage areas.</li> <li>○ If an eating and / or drinking establishment is proposed, include a detailed layout of the floor plan.               <ul style="list-style-type: none"> <li>○ Include a seating plan which clearly indicates the area in which the public will have access from the consumption of food and / or beverages.</li> </ul> </li> </ul>
			<p><b>12.</b> 9.36 Project Summary Energy Information Sheet (Energy Design / Information Sheet) – *Building Permit Submission</p>

**The Development Authority may require additional material considered necessary to properly evaluate the proposed development.**

FOR OFFICE USE ONLY

Reviewed By:	Date:
Comments:	