



Town of Sundre
APPLICATION FOR
DEVELOPMENT PERMIT
LAND USE BY-LAW 705

Application No: \_\_\_\_\_

To be Completed by Landowner/Applicant: Do you have a Business License with the Town of Sundre? Yes No
Permit Applicant Type: Owner Applicant/Contractor Application Date (mm/dd/yy) Accepted as Complete:

Applicant/Owners Name(s): Landowners Name(s): (Same)
Mailing Address:
City: Prov:
Postal Code: Ph:
Alt Ph: Fx:
Email address:

Address of Property to be Developed:
Proposed Site Plan Setbacks - Front: Side Yards: (L) (R) Rear Yard: Lot Area:
Primary Building - Sq. m Sq. ft. Main Floor: 2nd Floor: Basement: Height: Lot Coverage: %
Accessory Building- Sq. m Sq. ft. Garage: Attached Detached Height Lot Coverage: %
Estimated Completion Date: Estimated Value of Project \$

Detailed Description of Work and or intended use of occupancy of the building:
EXISTING: NEW:

PERMIT APPLICATION DECLARATION: I/We hereby certify that I am/we are the registered owner(s) or authorized to act on behalf of the registered owner(s) and that the information on this form and on the attached plans and supporting materials is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application. By submitting this application, I hereby allow right of entry for inspection purposes.
Signature of Applicant: x Date: (mm/dd/yy)
Signature of Landowner: x Date: (mm/dd/yy)

To Be Completed By Development Authority: Plot Plan: Landscaping Plan: Parking Plan: Land Title: Owner authorization
Land ID: Lot: Block: Plan: Parcel Type: Interior Corner Tax Roll No: Zoning:
Application Fee: \$ Receipt No: Date: Accepted as complete:
Variance Required D/O (25%) Advertising Dates: Adjacent Landowner Letters
Development Officer: Approved: Refused:
Decision Date: Lapse of Appeal Period Date: Dev. Permit Issue Date:
SDAB Date: Hearing Date: Advertising Date: Date of Issuance:

This personal information is being collected under the authority of the Municipal Government Act Section 3, and will be used in the processing of this application. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act, Section 33. If you have any questions about the collection of or use of this personal information, please contact the FOIP Coordinator, 717 Main Avenue West, Box 420 Sundre, AB T0M 1X0 at 403-638-3551.

## REQUIREMENTS TO ACCOMPANY DEVELOPMENT PERMIT APPLICATION FORM

**PLEASE NOTE: In accordance with Land Use By-Law 705, your application will not be processed unless and until all the following information has been submitted:**

- Complete Application Form: Be as detailed as possible and fill in all relevant "blanks". Use a separate piece of paper for any additional information that you think is relevant.
- HIRF Regulations: All development must comply with HIRF (High Intensity Residential Fire) regulations, above and beyond the zoning regulations
- Site Plan:
  - a. Neatly drawn and preferably to scale 1.200 or 1.300:
  - b. Drawn on letter-size (8.5" X 11") or larger (11 x 14 or digital format dependent upon the complexity of the proposal);
  - c. Included on the drawing/plan are the following:
    - i. Property boundaries;
    - ii. Legal description and municipal address of the property;
    - iii. Dimensions, including parcel size, of the site (metric);
    - iv. Location (sizes and dimensions) of all existing and proposed buildings and their uses, including all setbacks (distances from property lines);
    - v. "North" arrow;
    - vi. all access roads (streets, lanes, etc);
    - vii. all registered utility rights-of-way and easements;
    - viii. land uses and buildings on adjacent properties;
    - ix. existing and proposed: utilities, site drainage, site grades, the grades of the streets and sewer servicing the property, elevations of top of curb or sidewalk and lot corners (not required for simple applications);
    - x. the height, dimension, and relationship to property lines of all existing and proposed buildings and structures including retaining walls, trees, landscaping, curb, gutter, sidewalk, pathways and other physical features;
    - xi. loading and parking provisions (layout, number and dimensions);
    - xii. access locations to and from the site;
    - xiii. garbage and storage areas and the fencing and screening details of same;
    - xiv. fencing and screening of the development site;
    - xv. location and approximate dimensions of existing and proposed parks, playgrounds, and other amenities;
    - xvi. where applicable, information describing any noxious, toxic radioactive, flammable, or explosive material proposed for use or storage;
    - xvii. a "title block" showing designer's name, applicant's name, preparation date, revision dates, and drawing numbers;
    - xviii. replica/graphics, dimensions, construction materials, location, and colours or any proposed signage;
    - xix. lighting plan
- Elevations and Floor Plans:
  - a. Floor plans of all levels of building(s);
  - b. Elevations (all four sides) of the building(s) including exterior building materials, colours, and heights;
- Landscaping Plan: existing and proposed vegetation and incorporate native species, including number, type, and sizes of trees and shrubbery (includes percentage of landscaping that is proposed as naturescaping). Plan to be provided in detail and in colour;
- Copy of Title: current copy of a certificate of title, including relevant encumbrances, searched and dated within thirty (30) days of application submission;
- Authorization: signature(s) of all registered owner(s) on the application form(s) or a letter of authorization from the registered owner(s) authorizing the proposed development;
- Additional Information: Depending on the scope of the development proposal, additional information (traffic impact assessment, geotechnical reports, groundwater hydrology study, etc.) may be required. Staff will advise in consultation with you;
- Fees: Fees vary according to the type of development being proposed. Please contact us for the fee that is applicable to your proposal.
- Stripping & Grading Permits: require site plan, fencing, existing contours, proposed grades, and stormwater management report. It should be noted that any parcel over 2 ha require an erosion & sediment control report.
- Advisory Notes: 1) architects must be in accordance with the Architects Act and Alberta Building Code.  
2) Construction projects must meet the requirements of the Alberta Building Code and Alberta Safety Codes Act.

**IF YOU HAVE ANY QUESTIONS OR REQUIRE CLARIFICATION WHEN YOU ARE COMPLETING THE APPLICATION, PLEASE DO NOT HESITATE TO ASK THE DEVELOPMENT DEPARTMENT (403-638-3551).**