



## TOWN OF SUNDRE Planning & Development Department

### **DEVELOPMENT PERMIT APPLICATION COMPLETION CHECKLIST**

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The following information must be included with your application. Without it, your application will be considered incomplete and will not be processed until all required information has been supplied.

**\*\*\*\*NOTE\*\*\*\*** All Development must comply with HIRF (High Intensity Residential Fire) regulations above and beyond zoning regulation.

- APPLICATION FEE**  
*You are encouraged to contact Planning and Development Staff to determine the proper fee required for your application.*
- COPY OF THE CERTIFICATE OF TITLE**  
*A copy of the title may be obtained from any provincial registry office. The title must be current (searched within 30 days of the date of application submission).*
- CURRENT PHOTOGRAPH(S) OF SITE**  
Include a current photograph of the site.
- TENTATIVE PLAN OF PROPOSED SUBDIVISION**  
*3 copies originally, more may be required depending upon the complexity of the proposal.*
- BUILDING PLAN (ELEVATIONS AND FLOOR PLAN)**  
*The number of copies required depends upon the complexity of the proposal. Staff will advise as to the number of copies for circulation purposes.*
- DIGITAL COPY**  
*A copy of all plans provided on CD in pdf format.*
- OUTLINE PLAN**  
*For larger, more comprehensive subdivision proposals, an outline plan **may** be required, prior to land use redesignation and site plans of subdivision applications. The Town of Sundre uses the City of Calgary Guidelines.*
- APPLICATION FORM**  
*The form is to be completed in full and signed by the registered owner(s) of the land and/or the person authorized to act on his/her/their/benefit.*
- LETTER OF AUTHORIZATION**  
*A letter of authorization signed by the registered owner(s) of the land when an agent has been authorized to act on his/her/their behalf.*

*See next page...*

□ **SUPPORTING INFORMATION**

*Additional information, at your cost, that **may** be required to support the application includes but is not limited to landscaping plan, lighting plan, fire safety plan, environmental studies, geotechnical studies, slope analysis, traffic impact study, visual impact study, construction management plan, drainage and stormwater management plan, preliminary drainage and site servicing plan, and groundwater hydrology study.*