

CHANGE OF USE CHECKLIST

INFORMATION REQUIRED FOR CHANGE OF USE 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.

OFFICE	APPLICANT SUBMISSION REQUIREMENTS	
<input type="checkbox"/>	<input type="checkbox"/>	1. LETTER OF AUTHORIZATION (If the applicant is not the owner)
<input type="checkbox"/>	<input type="checkbox"/>	2. APPLICATION FEE
<input type="checkbox"/>	<input type="checkbox"/>	3. SITE PLANS (3 Sets) – To scale and dimensioned (min. scale 1:500) showing:
<input type="checkbox"/>	<input type="checkbox"/>	North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	Municipal Address and Legal Description (Lot, Block, Plan Number)
<input type="checkbox"/>	<input type="checkbox"/>	Location and size of all Buildings , and specific location of the Bay within the subject building that the Use will occupy.
<input type="checkbox"/>	<input type="checkbox"/>	Parking Layout (dimensioned) and Parking Analysis (Sec. 54 of the Zoning Bylaw)
<input type="checkbox"/>	<input type="checkbox"/>	Loading Spaces (location and dimensions)
<input type="checkbox"/>	<input type="checkbox"/>	Vehicular Accesses (location and dimensions)
<input type="checkbox"/>	<input type="checkbox"/>	Identification of all streets and lanes abutting the subject site
<input type="checkbox"/>	<input type="checkbox"/>	Identification of all Uses and their floor areas within all buildings on site
<input type="checkbox"/>	<input type="checkbox"/>	4. FLOOR PLANS (3 Sets) – To scale and dimensioned (min. scale 1:100) showing:
<input type="checkbox"/>	<input type="checkbox"/>	Layout of interior and exterior walls and identification of all proposed/existing room uses on all floors, including mezzanine (ie. storage, retail space, office, seating areas)
<input type="checkbox"/>	<input type="checkbox"/>	All doors, stairs and window locations
<input type="checkbox"/>	<input type="checkbox"/>	Dimensions of building and floor area
<input type="checkbox"/>	<input type="checkbox"/>	Public Space - Area which is open to the public. (ie. Restaurants, Indoor Participant Recreation Areas)
<input type="checkbox"/>	<input type="checkbox"/>	Number of Seats or Occupants if required (ie. Religious Assembly, Commercial School)

Applicant's signature is confirmation that all required information has been provided and is correct.

 APPLICANT'S SIGNATURE

 DATE

 PLEASE PRINT NAME

 PHONE

OFFICE USE ONLY:

 CHECKLIST REVIEW BY

 DATE

 PLEASE PRINT NAME

 PROJECT NO:

What is a Development Permit for a “Change of Use”?

Each Zone in the City of Edmonton Zoning Bylaw 12800 allows a variety of development. A Development Permit for a “Change of Use” is required if the existing Use of a building (or a portion) is changed to an alternate Use under the same Zone in the Zoning Bylaw. This process is in place to manage and document Uses within a Zone and ensure that all Uses have sufficient parking and that development is compatible with adjacent land uses.

An example of this is in the CB2 – General Business Zone, there are a variety of Land Uses that can exist including General Retail Stores, Personal Service Shops, Health Services etc. A Development Permit for a “Change of Use” would be required if an existing Use within a building was to change from one Use to another. If a Personal Service Shop was being changed to a General Retail Store then a “Change of Use” Development Permit would be required. A “Change of Use” would not be required if one type of General Retail Store was proposed in place of another type of General Retail Store (ie. clothing store to shoe store).

To determine whether a “Change of Use” Development Permit is required the following steps should be followed:

- 1) Determine the Zone that the proposed “Change of Use” is in.
- 2) Look under the appropriate Zone information in the Zoning Bylaw to see the listing of Permitted and Discretionary Uses allowed. If your proposed Use falls into one of the Uses within these Use categories, you can apply for a “Change of Use” Development Permit. If you are not sure of the definition of a listed Use in the Zone, check the definitions in Section 7 – Use Class Definitions of the Zoning Bylaw. If your proposed Use is not listed under that Zone, then you will have to look for another property located in a Zone that allows the Use.
- 3) If you determine that you need a “Change of Use” Development Permit, refer to checklist (See “Change of Use” checklist) for all necessary information required to apply.

Applicants should be aware that operating a business prior to approval of necessary permits may result in refusal of the development permit due to concerns regarding incompatible Uses.