

COMMERCIAL/INDUSTRIAL CHECKLIST

INFORMATION REQUIRED FOR A 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"/>	PROJECT ADDRESS:
<input type="checkbox"/>	<input type="checkbox"/>	1. HAVE YOU APPLIED FOR A DEVELOPMENT PERMIT FOR THIS ADDRESS?
	<input type="checkbox"/> Yes	PROJECT NO.: <input type="checkbox"/> No
<input type="checkbox"/>	<input type="checkbox"/>	2. PRE-APPLICATION MEETING held with Sustainable Development
	<input type="checkbox"/> Yes & Date:	PROJECT NO.: <input type="checkbox"/> No
<input type="checkbox"/>	<input type="checkbox"/>	3. APPLICATION FEE (The Development Fee is due at the time the application is made whether by mail or in person).
<input type="checkbox"/>	<input type="checkbox"/>	4. LETTER OF AUTHORIZATION (If the applicant is not the owner)
<input type="checkbox"/>	<input type="checkbox"/>	5. CERTIFICATE(S) OF TITLE (current copy - within 3 months)
<input type="checkbox"/>	<input type="checkbox"/>	6. BOUNDARIES AND ENCUMBRANCES SURVEY PLAN (current) prepared by an Alberta Land Surveyor is required for all new building construction and additions for Commercial, Industrial, and Multi-unit Residential Projects.
<input type="checkbox"/>	<input type="checkbox"/>	Copy of any RESTRICTIVE COVENANTS, Utility Rights-of-Way, Easements or City Caveats registered on the Title(s) (Current)
DRAWINGS: Must be sorted into sets. Each set must be stapled or taped together.		
<input type="checkbox"/>	<input type="checkbox"/>	8. SITE PLANS (5 Sets) – To scale and dimensioned (min. scale 1:500) showing:
<input type="checkbox"/>	<input type="checkbox"/>	Site Data Schedule
<input type="checkbox"/>	<input type="checkbox"/>	Zoning
<input type="checkbox"/>	<input type="checkbox"/>	Legal Description (Lot, Block, Plan Number)
<input type="checkbox"/>	<input type="checkbox"/>	Municipal Address
<input type="checkbox"/>	<input type="checkbox"/>	Site Area
<input type="checkbox"/>	<input type="checkbox"/>	Floor Area Ratio (FAR)/Site Coverage
<input type="checkbox"/>	<input type="checkbox"/>	Existing and Proposed Building Floor Area (including all floors)
<input type="checkbox"/>	<input type="checkbox"/>	Proposed Use of Building (include individual CRU uses and their floor area)
<input type="checkbox"/>	<input type="checkbox"/>	Parking Analysis (parking calculation requirements as per Sec. 54 of the Zoning Bylaw)
<input type="checkbox"/>	<input type="checkbox"/>	Loading space requirements
<input type="checkbox"/>	<input type="checkbox"/>	Bicycle parking space requirements
<input type="checkbox"/>	<input type="checkbox"/>	North Arrow

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<input type="checkbox"/>	<input type="checkbox"/>	Property Lines and property dimensions shown and labelled
<input type="checkbox"/>	<input type="checkbox"/>	Easements, Utility Rights-of-Way shown and labelled
<input type="checkbox"/>	<input type="checkbox"/>	Geodetic Grade Elevation of main floor
<input type="checkbox"/>	<input type="checkbox"/>	Outline of all existing and proposed buildings and/or structures on the site
<input type="checkbox"/>	<input type="checkbox"/>	Setbacks from proposed buildings and/or structures dimensioned to all property lines
<input type="checkbox"/>	<input type="checkbox"/>	Identification of all streets and lanes abutting the subject site
<input type="checkbox"/>	<input type="checkbox"/>	Curb Cuts/Site Access (dimensioned from property line)
<input type="checkbox"/>	<input type="checkbox"/>	Parking Layout (with dimensions including vehicle aisles)
<input type="checkbox"/>	<input type="checkbox"/>	Parking Spaces (depth, width, angle and number of spaces)
<input type="checkbox"/>	<input type="checkbox"/>	Location of proposed wheel stops
<input type="checkbox"/>	<input type="checkbox"/>	Walkway width
<input type="checkbox"/>	<input type="checkbox"/>	Surface treatment for all areas; including parking and walkways
<input type="checkbox"/>	<input type="checkbox"/>	Bicycle Racks (location and number of bicycles accommodated)
<input type="checkbox"/>	<input type="checkbox"/>	Location of any drive-through, queuing spaces for vehicles , location of drive-through signage (e.g., entrance, exit, customer, courtesy and menu board signs) if applicable
<input type="checkbox"/>	<input type="checkbox"/>	Above ground utilities (transformers etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Fencing and retaining walls (location of all existing and proposed)
<input type="checkbox"/>	<input type="checkbox"/>	Garbage collection facilities (screening details showing location, dimensions and materials)
<input type="checkbox"/>	<input type="checkbox"/>	9. LANDSCAPE PLANS (5 Sets) – May be included on the site plan for small developments provided the drawings remain clear and uncluttered. All drawings should be fully to scale and dimensioned (min. scale 1:100) showing:
<input type="checkbox"/>	<input type="checkbox"/>	Trees, shrubs, flower beds and groundcover (indicate what is to be added, retained and removed)
<input type="checkbox"/>	<input type="checkbox"/>	A schedule of existing and proposed plant material required (trees and shrubs), indicating the Type (deciduous, coniferous), Sizes (calliper and height), and Species (common and botanical names).
<input type="checkbox"/>	<input type="checkbox"/>	Total landscaped area (sq. m)
<input type="checkbox"/>	<input type="checkbox"/>	Surface treatment of all hard landscaped areas (decorative pavers, brick, stamped concrete)
<input type="checkbox"/>	<input type="checkbox"/>	10. FLOOR PLANS (5 Sets) – To scale and dimensioned (min. scale 1:100) showing:
<input type="checkbox"/>	<input type="checkbox"/>	Dimensions of building (exterior and interior)
<input type="checkbox"/>	<input type="checkbox"/>	Total Floor Area (sq. m) (include all floors)
<input type="checkbox"/>	<input type="checkbox"/>	Layout of all interior and exterior walls
<input type="checkbox"/>	<input type="checkbox"/>	All doors, stairs and window locations
<input type="checkbox"/>	<input type="checkbox"/>	Identification of all proposed/existing room uses on all floors including mezzanine (ie. retail space, office space, seating areas, kitchen, mechanical rooms, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Use and floor area of each of the individual tenants (sq. m)

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<input type="checkbox"/>	<input type="checkbox"/>	Cross sections showing all materials used for the structure
<input type="checkbox"/>	<input type="checkbox"/>	Public Space (sq. m) – Area which is open to the public. (ie. Restaurants, Specialty Foods)
<input type="checkbox"/>	<input type="checkbox"/>	11. ELEVATION DRAWINGS (5 Sets) – All drawings should be fully dimensioned (min. scale 1:100), showing:
<input type="checkbox"/>	<input type="checkbox"/>	Exterior of all sides of the proposed buildings: including all windows, doors, loading bays, projections, decorative elements, and exterior lighting
<input type="checkbox"/>	<input type="checkbox"/>	Roof top equipment (information on how the roof-top equipment will be screened (include elevation details for screening and a roof plan)
		All finishing materials indicating:
<input type="checkbox"/>	<input type="checkbox"/>	• Exterior materials (ie. brick, stucco)
<input type="checkbox"/>	<input type="checkbox"/>	• Roof materials (ie. asphalt shingle, concrete tile)
<input type="checkbox"/>	<input type="checkbox"/>	• Fascia, soffit, and trim
<input type="checkbox"/>	<input type="checkbox"/>	• Colours of all major exterior building materials
<input type="checkbox"/>	<input type="checkbox"/>	Height from Geodetic Grade Elevation (dimensioned) as defined by Sec. 6.1(40) and Sec. 52.
<input type="checkbox"/>	<input type="checkbox"/>	Elevation of any retaining wall, fence and garbage enclosure
<input type="checkbox"/>	<input type="checkbox"/>	Cross sections showing all materials used for the structure

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: