

Office Use Only

Submission Date: _____

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Development Permit Application
COMMERCIAL/INDUSTRIAL/INSTITUTIONAL/MIXED USE
(Please print and complete ENTIRE form)

SITE ADDRESS

Complete Civic Address: _____

Legal Land Description: _____ Zoning: _____

APPLICANT

Name: _____ Phone: _____

Mailing Address: _____

Email: _____

PROPERTY OWNER

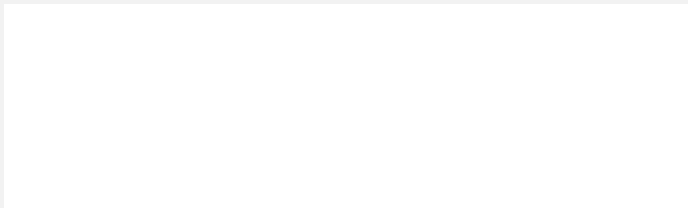
Name: _____ Phone: _____

Mailing Address: _____

Email: _____

PROPOSED DEVELOPMENT

OFFICE USE ONLY



SEE REVERSE FOR REQUIRED DOCUMENTS

PERMIT REQUIREMENT LIST

Depending on the type of development, some requirements and information may not apply.
All application requirements are as per The City of Red Deer *Land Use Bylaw*.

- 1. **Site Plan, (metric, to scale, 11" x 17"). A digital copy (PDF) is also required. The Site Plan shall include:**
 - North arrow
 - Property lines shown and labelled
 - Location of building(s) in relation to property lines; including front, rear, and side yard setbacks
 - Location, dimensions, and number of on-site parking areas
 - All easements and right-of-ways shown and labelled
 - Location of retaining walls and fences (existing and proposed)
 - Location and labelling of all abutting streets, lanes, highways, road right-of-ways, and sidewalks
 - Location of all fire hydrants (existing and proposed)
 - Location of all garbage/recycling enclosures
 - Location of loading facilities
 - Location of existing and proposed transit stops
 - Date of plan
- 2. **Information as per Section 16 of the Engineering Design Guidelines.**
****OPTIONAL – Please note this information will be required as a condition of any Development Permit approval.**
 - Visit <http://www.reddeer.ca/media/reddeerca/city-services/engineering/publications/Design-Guidelines-Full-Version.pdf>.
- 3. **Elevation Plan, (metric, to scale, 11" x 17"). A digital copy (PDF) is also required. The Elevation Plan shall include:**
 - Coloured elevations of each face of the building(s)
 - Description of exterior finishing materials
 - Appearance of all fences (existing and proposed) on the site
 - Building height and number of stories
 - Appearance of all garbage/recycling enclosures
 - Date of plan
- 4. **Building Floor Plan, showing proposed use and dimensions of each room. A digital copy (PDF) is also required.**
- 5. **Landscaping Plan, that shall include:**
 - The location of all existing and proposed landscaping, including trees, shrubs, and grasses;
 - Any existing landscaping to be removed; and
 - The number, size, and species of all proposed trees and shrubs.
- 6. **If the building/addition is greater than 47 m², information from the Alberta Energy Regulator (AER) pertaining to any abandoned oil or gas wells on or within 25 m of the site boundary. Visit www.geodiscover.alberta.ca.**
- 7. **Letter of Authorization from all property owners registered on title, including contact information.**
- 8. **Letter of Intent providing a detailed description of the proposed development.**
- 9. **Certificate of Title that is dated within the last thirty (30) days**
 - Copies of Restrictive Covenants must be provided

Applicant:

- I am aware that this proposal will be reviewed by Inspections and Licensing, and may be delayed or refused if the application and/or information provided is incomplete.
- I understand that additional information may be required after the permit application has been submitted.
I understand if the proposed development is located within an area where development constraints exist, (e.g. Operating or non-operating landfill, escarpment, overhead utilities, etc.), additional information and/or reports may be required.
- I understand that any and all information pertaining to Dangerous Goods Occupancy for the proposed development must be provided.
- I understand that this permit application may be refused if the proposed development does not conform to the *Land Use Bylaw* and/or amendments.

Signature of this document indicates your acknowledgement of the above requirements.

Name of Applicant (please print)

Signature of Applicant