

**Office Use Only**

Submission Date: \_\_\_\_\_

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**Development Permit Application  
ACCESSORY BUILDINGS**

(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**

The City of Red Deer collects personal information, including name and contact information, for the purpose of providing programs, services and contacting customers in this regard. The City of Red Deer is authorized to collect this personal information under section 33 of the Freedom of Information and Protection of Privacy Act and by section 3 of the Municipal Government Act. Please contact the Inspections & Licensing Manager at The City of Red Deer, 4914 48 Avenue, Red Deer, Alberta, or phone 403-342-8190 if you have questions about this collection of information.

**PERMIT REQUIREMENT LIST**

All application requirements are as per The City of Red Deer *Land Use Bylaw*.

- 1. Site Plan – one copy. A digital copy (PDF) may be requested. 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. Elevation Plan – one copy. A digital copy (PDF) may be requested. 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
  - Appearance of all garbage/recycling enclosures
  - Building height and number of stories
  - Date of plan
- 3. Letter of Authorization from the all property owners registered on title, including contact information.**
- 4. Letter of Intent providing a detailed description of the proposed development.**
- 5. Certificate of Title that is dated within the last thirty (30) days.**
  - Copies of Restrictive Covenants must also be provided
- 6. If the building/addition is greater than 47 m<sup>2</sup>, information from the Alberta Energy Regulator (AER) pertaining to any abandoned oil or gas wells on or within 25m of the site boundary.**
  - Visit [www.geodiscover.alberta.ca](http://www.geodiscover.alberta.ca).

**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 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 acknowledgment of the above requirements.**

\_\_\_\_\_  
Name of Applicant (please print)

\_\_\_\_\_  
Signature of Applicant