

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 m<sup>2</sup>, 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](http://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