

**MULTI-FAMILY /COMMERCIAL / INDUSTRIAL / INSTITUTIONAL  
APPLICATION REQUIREMENTS**

- a) Development and Building Permit Application Form
- b) Fees
- c) A surveyed site plan showing the following:
  - setbacks and yard dimensions;
  - the location of all buildings and structures in relation to property lines, and **utility rights of way**;
  - Party Wall Agreements if Required;
  - dimensioned layout of existing and proposed parking areas, driveways, entrances and exits, abutting public roadways, sidewalks;
  - a description of the exterior finishing materials to be used;
  - elevation drawings;
  - where applicable, the location of sidewalks, garbage storage and collections areas, parking, loading, storage, outdoor service and display areas, the location of fences, screening, retaining walls, trees, landscaping, and other physical features both existing and proposed on the site and adjoining boulevard, if any;
  - where applicable the cutting down of trees;
  - where applicable, utilities servicing the property, **site drainage**, finished lot grades and the grades of the streets; and
  - where applicable, the location of existing and proposed wells, septic tanks, disposal fields, culverts and crossings.
- e) 2 sets of construction / mechanical drawings, including elevations, sprinkler / fire alarm systems, and square footage of building(s);
- f) Engineering Schedules: A1, A2, B1, B2, C1 and C2 (all disciplines);
- g) Include signage (pylon or fascia) if applicable, on construction drawings;
- h) Sprinkler System / Fire Alarm information

We require separate storm water management and mechanical site plans, (3 copies). Our consulting Engineers review the drawings, and typically, this is the most time consuming portion of the approval process. If the site area exceeds 500 m<sup>2</sup>, a separate landscape plan is required. If the site is in close proximity to a roadway under the control of Alberta Infrastructure and Transportation, a Roadside Development Permit may be required. Typically, the Town will require the applicant/owner to enter into a servicing agreement, for the collection of security for landscaping, paving and connections to town services, and the collection of offsite levies if applicable.

**Commercial / Industrial / Institutional Development Fees:**

- Commercial -New Construction \$500.00 plus \$0.50 per metre<sup>2</sup>;  
-Additions \$250.00 plus \$0.25 per metre<sup>2</sup>.
- Industrial - New Construction \$500.00 plus \$0.50 per metre<sup>2</sup>;  
-Additions \$250.00 plus \$0.25 per metre<sup>2</sup>.
- Institutional -New Construction \$500.00 plus \$0.50 per metre<sup>2</sup>;  
-Additions \$250.00 plus \$0.25 per metre<sup>2</sup>.