



Development Permit Application Package

CHANGE OF USE

Version 1 – November 2021

FORM 1

Application Form

***** PLEASE CONTACT A PLANNER/DEVELOPMENT OFFICER TO DISCUSS THE CHECKLIST REQUIREMENTS FOR ALL COMMERCIAL/INDUSTRIAL/INSTITUTIONAL DEVELOPMENT PERMIT APPLICATIONS *****

Applications can be submitted electronically by emailing all required documents to: development@strathmore.ca or in person to the Development Services Counter at Town Hall. **Development Fees must be paid with submission.**

Applicant & Property Owner Information					
Applicant			Property Owner (if different than Applicant)		
Phone			Phone		
Email			Email		
Mailing Address			Mailing Address		
Town/City	Province	Postal Code	Town/City	Province	Postal Code
Location of Development					
Civic Address					
Legal Address		Lot	Block	Plan	
Description of Development					
Describe the proposed development and all activities on the site.					
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Land Use District:	Permitted or Discretionary Use:
Development Permit Application Fee:	
For Office Use Only	
Roll #:	Development Permit #:
Building Permit Required? (Y/N)	Business License Required? (Y/N)
Date Submitted:	Fees Paid? (Y/N)

1. Failure to fully complete this form and/or supply the required information may delay your application.
2. Development Permit fees must accompany this application prior to its review.
3. A Development Permit does not become effective until the appeal period has expired or until any appeals have been heard and a decision has been rendered by the Subdivision and Development Appeal Board (SDAB).
4. If a decision has not been issued within 40 days of the date the application was deemed complete by Development Services, the application will be deemed to be refused. An appeal may then be made to the Subdivision and Development Appeal Board within 14 days.
5. A Development Permit shall be deemed void after 12 months of no progress.
6. A Development Permit is NOT a Building Permit or a Business License. Any approvals granted regarding this Development Permit application does not excuse the applicant from applying for the necessary Building Permits or Business Licenses, nor does it excuse the applicant from abiding by other applicable Municipal, Provincial, and/or Federal licenses or requirements.
7. This Development Permit does not override conditions of any easement, restrictive covenant, architectural controls, or agreements affecting the building and/or lands. The Applicant is still responsible to comply with any and all conditions affecting a building and/or land.

I have read, understood, and agree to the above information. The information I have provided is true, and to the best of my knowledge and abilities, is accurate and complete.

Owner/Applicant Signature

Date

*Application Screened for Completion By:
(Development Officer/Planner)*

Date

FORM 2

Development Permit Application Checklist

All information in the following checklist must be attached to every Development Permit application. **THIS LIST MUST BE SIGNED AND SUBMITTED WITH THE APPLICATION FORM.**

Required Documentation and Information		
Applicant	Office	
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Title dated within 30 days of the date of your application submission
<input type="checkbox"/>	<input type="checkbox"/>	Copies of all instruments and documents registered on the Certificate of Title
<input type="checkbox"/>	<input type="checkbox"/>	Owner Authorization Form (see Form 3)
<input type="checkbox"/>	<input type="checkbox"/>	Right of Entry Form (see Form 3)
<input type="checkbox"/>	<input type="checkbox"/>	Affidavit of Corporate Signing Authority (Form 4) (if required)
<input type="checkbox"/>	<input type="checkbox"/>	Development Permit Application Fee
<input type="checkbox"/>	<input type="checkbox"/>	Complete Site Plan (2 copies) that includes the following:
<input type="checkbox"/>	<input type="checkbox"/>	a. North Arrow and Key Map (showing adjacent properties within 50m of the site)
<input type="checkbox"/>	<input type="checkbox"/>	b. Address, Legal Description, Property Lines, Lot Area, Site Width, and Site Depth
<input type="checkbox"/>	<input type="checkbox"/>	c. Utility Rights-of-Way and Easements
<input type="checkbox"/>	<input type="checkbox"/>	d. Outlines of all buildings (including accessory buildings) with setbacks from property lines
<input type="checkbox"/>	<input type="checkbox"/>	e. Adjoining streets, sidewalks, curb cuts, retaining walls, fencing, and garbage collection
<input type="checkbox"/>	<input type="checkbox"/>	f. Parking, loading areas, drive aisles, circulation roads, driveway flares, vehicle maneuvering
<input type="checkbox"/>	<input type="checkbox"/>	g. Landscaping Area, including existing and proposed trees, shrubs, and vegetation. Landscaping must be consistent with the Landscaping requirements in the Land Use Bylaw. <i>Note: Applicants must provide a Contractors Quote and 100% Landscaping Security.</i>
<input type="checkbox"/>	<input type="checkbox"/>	h. Public amenities located within six (6) metres of the subject property (see Form 5)
<input type="checkbox"/>	<input type="checkbox"/>	i. If change of use is within a suite/bay, identify the uses in the other suites/bays
<input type="checkbox"/>	<input type="checkbox"/>	Floor Plans (2 copies) (if change of use is within a suite/bay, only submit the floor plan of the suite/bay where the use is changing.
<input type="checkbox"/>	<input type="checkbox"/>	a. Total floor area (square metres)
<input type="checkbox"/>	<input type="checkbox"/>	b. Outline and dimensions of all buildings including projections, doors and windows
<input type="checkbox"/>	<input type="checkbox"/>	c. Location of all interior walls and service and mechanical rooms for labels on all rooms
<input type="checkbox"/>	<input type="checkbox"/>	d. Indoor and outdoor seating plans for all public use (if applicable)

<input type="radio"/>	<input type="radio"/>	Elevation Drawings (2 copies) (If changing exterior of building)
<input type="radio"/>	<input type="radio"/>	a. Building facades, including windows, doors, projections, architectural detail including colour and materials
<input type="radio"/>	<input type="radio"/>	b. Dimensions of buildings, including projections and labels for all external materials
<input type="radio"/>	<input type="radio"/>	c. Location and size of all rooftop mechanical equipment and screening details
<input type="radio"/>	<input type="radio"/>	d. Elevation drawings showing facades, fences and retaining walls proposed for the site
<input type="radio"/>	<input type="radio"/>	Sign Drawings – if also applying for signage (2 copies)
<input type="radio"/>	<input type="radio"/>	a. Copy to be placed on all signs including sign height and dimensions
<input type="radio"/>	<input type="radio"/>	b. Colours and materials of all signage structures
<input type="radio"/>	<input type="radio"/>	c. Details of illumination (backlit fascia signage is prohibited in the CB District)
<input type="radio"/>	<input type="radio"/>	d. Labels on every element of the signage application
<input type="radio"/>	<input type="radio"/>	Off-Site Levies (if required)
<input type="radio"/>	<input type="radio"/>	City of Calgary Growth Charge (if required)
<input type="radio"/>	<input type="radio"/>	Digital Copies of the Entire Application Package
<input type="radio"/>	<input type="radio"/>	Traffic Impact Analysis, Geotechnical Analysis, Stormwater Management Report (if required)
<input type="radio"/>	<input type="radio"/>	Fire Safety Plan (see Form 7) Note: The Town will also accept this at the Building Permit stage

NOTE: The Development Officer/Planner may request additional information beyond the checklist requirements.

NOTE: By signing your name on the signature line below, you agree that all information submitted on this form is true.

Owner/Applicant Signature

Date

*Application Screened for Completion By:
(Development Officer/Planner)*

Date

FORM 3

Right of Entry & Owner Authorization Form

All information in the following form must be filled-out and submitted with every Development Permit application.

OWNER AUTHORIZATION	
I/We _____ <div style="text-align: center;"><i>Print name(s) of registered owner(s)</i></div>	
Being the registered owner(s) for _____ <div style="text-align: center;"><i>Legal description and/or municipal address of land</i></div>	
Do hereby authorize _____ <div style="text-align: center;"><i>Individual or firm making application</i></div>	
To submit a Development Permit application on our behalf for the above described property.	
_____ <i>Owner Signature</i>	_____ <i>Date</i>

RIGHT OF ENTRY	
I/We _____ <div style="text-align: center;"><i>Print name(s) of registered owner(s)/applicant(s)</i></div>	
Being the registered owner(s)/applicant(s) for _____ <div style="text-align: center;"><i>Legal description and/or municipal address of land</i></div>	
Do hereby authorize representatives of the Town of Strathmore to enter upon the subject lands for the purpose of site inspection(s) to evaluate the proposed development and to ensure compliance with any subsequent conditions in the event the Development Permit application is approved.	
To submit a Development Permit application on our behalf for the above described property.	
_____ <i>Owner/Applicant Signature</i>	_____ <i>Date</i>

FORM 4

Affidavit of Corporate Signing Authority

I, _____, of _____ make oath and say:

1. I am an officer or director of _____ being the corporation named in the Land Use Rezoning / Subdivision / Area Structure Plan / and/or Development Permit application as submitted to the Town of Strathmore affecting lands legally described as:

2. (a) I am authorized to sign the Land Use Rezoning / Subdivision / Area Structure Plan / and/or Development Permit application on behalf of the corporation without affixing a corporate seal; and

(b) I am authorized to sign a letter appointing an agent to act on behalf of the corporation regarding the Land Use Rezoning / Subdivision / Area Structure Plan / and/or Development Permit application(s) without affixing a corporate seal; and

I hereby appoint _____ as our agent for the abovementioned application(s)

If Corporate seal is not used

SWORN before me at _____)

Print Name

In the _____)

This ____ day of _____ A.D. 20__)

Signature

Affix Corporate Seal here

_____)

Commissioner of Oaths

In and For the Province of Alberta

FORM 5

Public Amenities Disclosure

This form must be filled-out and submit as part of every Development Permit application.

1. **Is there any Town owned land, public amenities, or have Final Acceptance Certificates (FAC's) been issued for property by the Town of Strathmore adjacent to the proposed development?** *Please contact the Town of Strathmore's Development Services if you are unsure of the status of Final Acceptance Certificates in your neighbourhood.*

YES

NO

2. **If you answered YES to question #1, please provide a detailed description of each Town owned feature located within six (6) metres of the proposed development. Please ensure these features are included on the Site Plan submitted as part of your Development Permit Application.** *E.g. benches, trees, garbage cans, sidewalks, planter boxes, curbs, deep services, roadways, traffic control devices etc.*

3. **If you answered YES to question #1, please describe your plan to mitigate damages to these features that may occur during site demolition and/or construction.**

Owner/Applicant Signature

Date

FORM 7

Fire Safety Plan

PLEASE CONTACT A PLANNER/DEVELOPMENT OFFICER TO DISCUSS THE REQUIREMENTS FOR YOUR FIRE SAFETY PLAN

All information in the following form must be part of a development application. Note: The Town will accept a Fire Safety Plan at the Development Permit or Building Permit stage of development.

- Alberta Fire Code 2014, Division B, Section 5.6. This Section applies to *buildings*, parts of *buildings*, and associated areas undergoing construction or demolition operations including renovations.
- Alberta Fire Code 2014, Division B, Section 5.6.1.3. (1)(2) Prior to the commencement of construction or demolition operations, a Fire Safety Plan shall be prepared for the site.

The Fire Safety Plan will be **site specific** and may be reviewed at any time by the *authority having jurisdiction*. (Fire Department – Fire Safety Codes Officer) Fire Safety Plan should be reviewed and updated as the construction site progresses. The (General) Contractor, as a representative of the owner, is responsible for the Fire Safety Plan until occupancy.

A Fire Safety Plan should include but is not limited to the following information.

1. Emergency Procedures to be used in THE EVENT OF AN EMERGENCY

- Sounding of the fire alarm (horn). Who is the designate and backup person
- Notify the fire department (911). Who is the designate and backup person
- Instruction for site personnel to follow when an alarm is sounded.
- Are exit routes clearly identified within the site or from floors.
- Designated gathering location, off site.
- List of personnel on site, updated and current - you should know who is on site.
- Person assigned to meet the fire department and give information.
 - Where is the fire or injury located on site
 - Is everybody on site accounted for
- Assigned site fire warden(s), various trades represented.
- Directions and training on confining or controlling the fire.

2. Training of site personnel on evacuation procedures including:

- Site orientation.
- Regular site fire safety meetings incorporated into regular safety meetings.
- Simulated fire drills as applicable and warranted.

3. Assigned site personnel responsible to install and maintain fire safety duties such as:

- Control of combustibles on the site and around the buildings.
- General site housekeeping.
- Removal of excess garbage material on a regular basis.

- Maintain separation of combustibles from open flame devices.
- Maintain clear unobstructed access for fire department apparatus and to hydrants.
- Maintaining and operation of at least one exit from every floor.
- Separation of access routes from materials stored on site, combustibles, etc.
- Parking of vehicles or delivery trucks directed so as not to obstruct fire department access to the site and buildings. (offsite parking and storage may be considered)

4. Firefighting Services – hydrant, Siamese, sprinkler, temporary access route

- Installed, tested, and activated at the start of construction
- Maintained and accessible for fire fighters
- Access to the building – listing primary and secondary access points
- Firefighting services (standpipes, hydrants) are in place, are they accessible
- Provide drawings showing location of firefighting systems as they are operational.
- The site properly addressed and the sign visible and legible to emergency crews

5. Fire Extinguishers:

- Sufficient numbers on site
- Up to date, serviced within the last year
- At or near gas or propane fuel operated equipment
- Mounted, with proper signage, at exit locations or required travel distance on site
- Adjacent to any hot works operations – cutting torch, welding or torching

6. Hot works operations:

- The area shall be clear of flammable and combustible materials
- Fire watch assigned during hot works operation and for a period of 60 minutes after its completion.
- A final inspection of the hot works area 4 hours after completion
- Are the hot works in the proximity of combustible or flammable materials, have provisions been made for protection of such materials by noncombustible materials, thermal barrier or other means.
- Work being performed by trained or certified personal
- A fire extinguisher present at all times
- Proper ventilation, as required
- Are there hot tar pits on site c/w extinguishers, trained personnel, and located away from combustible materials?

7. Flammable and Combustible Storage

- Storage area separated from combustible material by 3m
- Storage area locked and vented
- Storage area protected from vehicular/ industrial motorized traffic
- Portable pressurized (new or use) cylinders secured when not in use
- Area has proper signage or placard in place
- A current or updated list of dangerous goods on site
- A portable extinguisher in close proximity to storage and work areas
- Storage area away from egress and access routes to the site

8. Security

- Is there 24-hour security on site, by locked gate, nightly rounds, or on-site provisions

9. Contact Personnel

- Is there a list of names, addresses, and telephone numbers of persons to be contacted during non-operating hours or in emergency situations?

This information is being provided for the construction industry as an aid in preventing injury and fires in and around construction sites and to address life and property fire safety issues. Keeping in mind it is the **sole responsibility of the owner** or representatives of the owner to be aware of all regulations within the jurisdiction and to carry out or make provision to adhere to the various codes and standards applicable to their project or business.

For further information, assistance or to arrange for a site visit contact your local Fire Inspection Officer or the Authority Having Jurisdiction. (403) 934-3022