

DEVELOPMENT PERMIT APPLICATION ACCESSORY BUILDING/STRUCTURES & DECKS

SUBMISSION REQUIREMENTS

Applications can be submitted electronically by emailing all required documents to: devpermits@cityofgp.com

Development Permits are required for all Accessory Buildings or Structures over 20m² (215ft²) and for Covered / Enclosed Decks.

Development Permits are NOT REQUIRED for Accessory Buildings or Structures that are less than 20m² (215ft²) or for Uncovered / Unenclosed Decks, **unless a variance is required.**

1. A completed Development Permit Application form, Right of Entry form and permit fee of **\$75.00**
2. **Certificate of Title** dated within 6 months of the date of your application submission
3. **Authorization Form**
 - If your name is **not** listed on the property's land title, you are required to complete the **Authorization Form** and obtain a signature from the owner.
4. A copy of your **SURVEY/REAL PROPERTY REPORT** with the Accessory Building or Structure or deck drawn in its proposed location and the following measurements indicated:
 - Dimensions of the proposed Accessory Building / Structure or Deck
 - Distance from the Accessory Building / Structure or Deck to the property lines
 - Property dimensions
 - Locations and sizes of all other existing Accessory Buildings / Structures or Decks
5. An **ELEVATION DRAWING** of the proposed Accessory Building / Structure or Deck indicating the following measurements:

SURVEY

ELEVATION

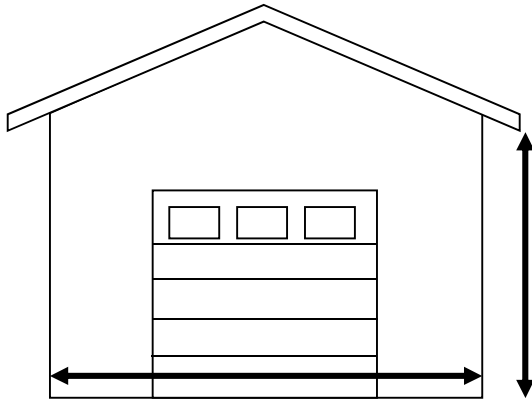
	Accessory Buildings / Structures	Deck
	Length	Length
	Width	Width
	Wall Height	Height from the ground to the finished floor height
	Height from the ground to the peak of the roof	If the deck is open, covered or enclosed
	Location of all windows and doors	If the deck is already constructed, please include photos
	Direction the Accessory Building or Structure faces in the drawing (north, south, east, west)	

*** If you add a covered / enclosed deck or a Garage to your property, a **new Real Property Report will be required** to obtain Municipal Compliance.

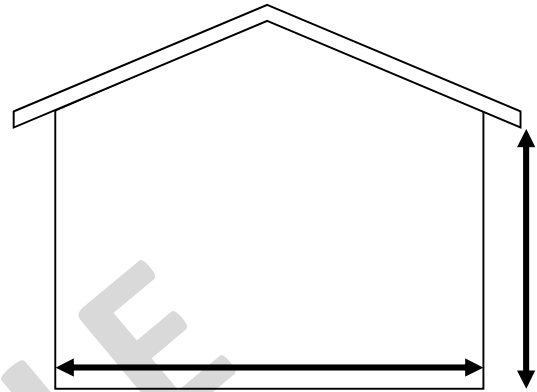
PLEASE NOTE: Additional information may be required at the discretion of the reviewing Development Officer.

EXAMPLE OF ACCESSORY BUILDING OR STRUCTURE ELEVATION DRAWINGS

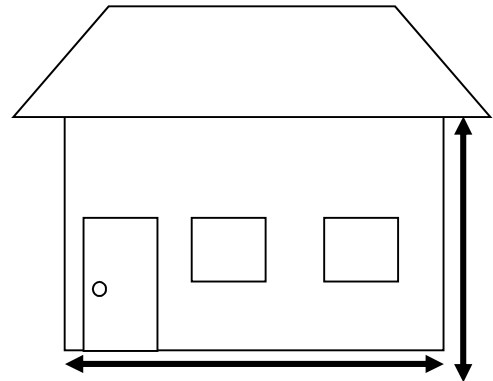
Please provide your own drawing for your Accessory Building or Structure.



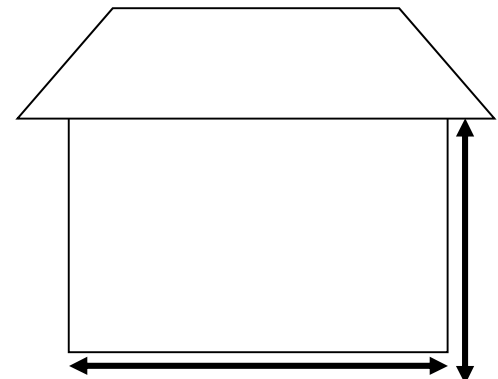
NORTH ELEVATION



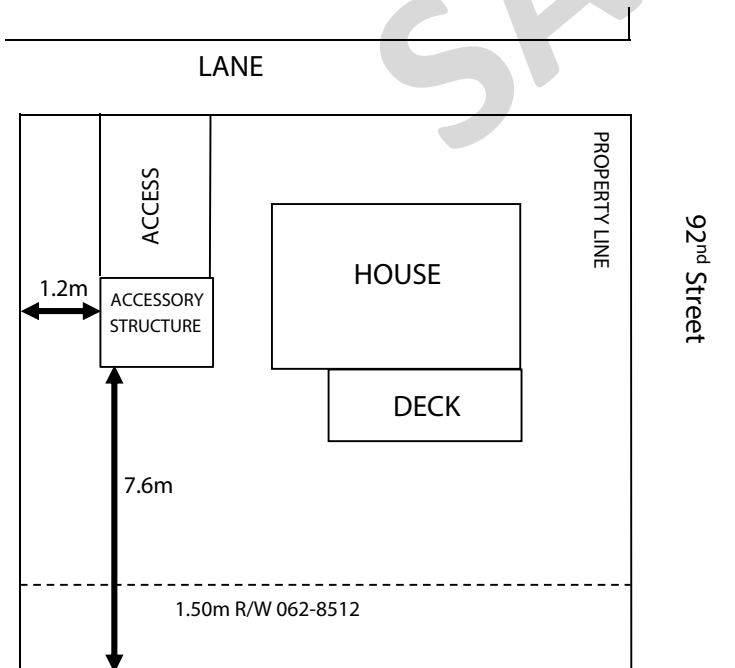
SOUTH ELEVATION



EAST ELEVATION



WEST ELEVATION



NOTE: By typing your name(s) into the signature boxes below (or by signing a printed version of this application), you agree that all information submitted on this form is true and accurate.

Right of Entry

Right of Entry by an authorized person of the City of Grande Prairie for the purpose of a site inspection of the land relative to the proposed application.

In accordance with the Municipal Government Act of Alberta (Section 542 (1)) and the City of Grande Prairie's Development Permit application requirements, the Right of Entry authorization must be completed, signed and returned at the time of application.

I/We _____
 Print name(s) of registered owner(s)

Being the registered owners of _____
 Legal description and / or municipal address of land

Do hereby authorize representatives of the City of Grande Prairie 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.

 Signature(s) of registered owner(s)

Authorization Form

I/We _____
 Print name(s) of registered owner(s)

Being the registered owners of _____
 Legal description and / or municipal address of land

Do hereby authorize _____
 Individual or firm making application

to submit a Development Permit application for of the above described property.

 Signature(s) of registered owner(s)

Right of Entry and Authorization Sections Have Been Signed on: _____