

DEVELOPMENT PERMIT APPLICATION – MAJOR (COMMERCIAL, INDUSTRIAL, INSTITUTIONAL, MULTI-FAMILY) SUBMISSION REQUIREMENTS

All of the information on the following checklist must be attached to all Development Permit applications for commercial, industrial, institutional and multi-family projects. **THIS LIST MUST BE SIGNED AND SUBMITTED WITH THE APPLICATION FORM.**

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

LAND USE BYLAW REQUIREMENTS For questions call 780-538-0325	<p>Certificate of Title dated within 30 days of the date of your application submission</p> <p>Copies of all instruments registered on title</p> <p>Authorization Form (signed by registered owner if application is signed by agent or contractor)</p> <p>Right of Entry Form (signed by registered owner)</p> <p>Lotgrading plan that conforms with the Neighbourhood Lot Grading Plan (if required)</p> <p>Pre-approved property access plan (approved by Engineering Services) showing location of all existing and proposed access points to property. Include width of approaches and abutting street(s)/ avenues(s) and lanes</p> <p>ONE (1) engineer/architectural scale copy & ONE (1) reduced (11x17) copy of the plot plan, building elevations, and interior floor plans (.pdf version preferred) showing:</p> <ul style="list-style-type: none"> Layout and square footage of office areas, storage areas, retail sales areas, shop/manufacturing areas of building Exterior building finishing materials and colour North arrow, scale, legal description of property, municipal address, zoning district All property lines shown with dimensions and total lot area (as per registered plan) All setbacks (front, sides & rear) shown with dimensions to all corners of structure(s) Location and measurement of any registered utility right of ways (including ROW plan number) or other easements registered by way of caveat on the parcel Retaining walls, trees and other physical features labelled “EXISTING” Proposed landscaping of the site including total area of on-site landscaping, number of trees/shrubs (indicate species) and total grassed area (separate landscaping plan is preferred) Total number of existing and proposed parking areas including dimensions of parking stall width, depth and drive aisle width Total area of pavement (where applicable) calculated and identified on drawings Location of all surface hardware including streetlights, hydrants, manholes, valves, pedestals, etc. both on site and within the public property adjacent to the site
ENGINEERING REQUIREMENTS For questions call 780-538-0417	<p>Location of municipal water, sanitary sewer, storm sewer lines and public utilities (gas, power, telephone, and cable) to be utilized in servicing of property.</p> <p>A site plan stamped by Engineering Services showing conformance with the pre-approved access locations or approval of the new proposed access locations</p> <p>Location of all existing accesses to adjacent properties including the distances between the edges of access locations</p> <p>Location of all sidewalks and curbs with dimension from property line</p> <p>“Site Servicing Plan” reduced to 11x17 format</p> <p>Traffic Impact Analysis (if required)</p> <p>Geotechnical report(s) – slope stability, soils, etc. (if required)</p>
AQUATERA REQUIREMENTS Questions call 780-357-5941	<p>Please contact Aquatera at connections@aquatera.ca</p> <p>Please submit a Site Servicing Plan to Aquatera – 11 X 17 PDF format, showing all water and wastewater infrastructure including valve and line sizes from property line to the building. Aquatera will determine if a Testing Plan is required.</p> <p>Please submit a Service Connection Application to Aquatera, when applicable (paper format to the e-mail above or online format through the website below)</p> <p>Additional information is available at www.aquatera.ca/services/engineering/service-connections-disconnections2</p>

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

I have read the above checklist and have included ALL of the required information in my application submission.

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

Signature

Date

**DEVELOPMENT PERMIT APPLICATION – MAJOR
 (COMMERCIAL, INDUSTRIAL, INSTITUTIONAL, MULTI-FAMILY)**

PROJECT LOCATION	Municipal Address: _____ Legal Description Lot: _____ Block: _____ Plan: _____ Zoning: _____ Proposed Use: Permitted Discretionary Are you requesting a VARIANCE to any set back or standard? YES NO If yes, what VARIANCE are you requesting? _____ _____
APPLICANT INFORMATION	Name: _____ Address: _____ Postal Code: _____ Primary Phone Number: _____ Secondary Phone Number: _____ Email: _____ Fax: _____
OWNER INFORMATION (if different)	Name: _____ Address: _____ Postal Code: _____ Primary Phone Number: _____ Secondary Phone Number: _____ Email: _____ Fax: _____

DEVELOPMENT INFORMATION

What are you developing?	New Development	Addition to Existing Development
What type of development is it?	Commercial	Multi-Family # of Dwelling Units: _____
	Industrial	Other _____
	Institutional	_____
What is the proposed use(s)?	_____	
What is the total estimated cost?	_____	

ACCESSORY BUILDINGS OR ACCESSORY USES

What type of building or use is it?

Cold Storage Shed Storage Yard Temporary Building (180 days max)

Parking Lot (at grade) # of stalls proposed: _____

What is the size? _____

What is the proposed use(s)? Please provide a complete description below.

I hereby declare **I am I represent** the owner of the property on which the work identified in this application will be conducted in accordance to the plans submitted, and upon approval will adhere to the conditions / terms of the Land Use Bylaw. I / We will notify the Development Authority of any proposed changes to the plans submitted with this application.

NOTE: This information is being collected under the authority of the City of Grande Prairie Land Use Bylaw and will be used to process the application. This information may be used to provide statistical data. The information is protected by the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of information please contact the City of Grande Prairie FOIP Coordinator at 780-538-0300.

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

Signature of Registered Owner / Agent _____
Date of Application

IMPORTANT NOTICE: THIS APPLICATION **DOES NOT PERMIT YOU TO COMMENCE CONSTRUCTION** UNTIL SUCH TIME A DEVELOPMENT PERMIT HAS BEEN ISSUED BY THE DEVELOPMENT AUTHORITY AND ALL OTHER PERMITS (IF REQUIRED) ARE APPROVED. IF A DECISION HAS NOT BEEN ISSUED WITHIN 40 DAYS OF THE DATE THE APPLICATION IS DEEMED COMPLETE, YOU HAVE THE RIGHT TO FILE AN APPEAL TO THE SUBDIVISION AND DEVELOPMENT APPEAL BOARD. CONTACT THE SDAB SECRETARY AT 780-538-0300 FOR APPEAL INFORMATION.

OFFICIAL USE ONLY

BASE FEE PAID: \$ _____

VARIANCE FEE: \$ _____

DISCRETIONARY USE FEE: \$ _____

RECEIPT #: _____

DATE: _____

APPLICATION #: **PL** _____

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: _____

Note: This information is being collected under the authority of the City of Grande Prairie Land Use Bylaw and will be used to process the application. The information is protected by the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of information please contact the City of Grande Prairie FOIP Coordinator at 780-538-0300.

