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DEVELOPMENT PERMIT APPLICATION - CHANGE OF USE

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 checklist must be submitted with the application form.

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

<p>LAND USE BYLAW REQUIREMENTS For questions call 780-538-0325</p>	<p>All submissions must contain the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A completed Change of Use application form <input type="checkbox"/> Permit fee <input type="checkbox"/> A Right of Entry/Authorization Form <input type="checkbox"/> Certificate of Title dated within 30 days of the date of your application submission <input type="checkbox"/> One copy of the site plan <input type="checkbox"/> One copy of the interior floor plan <p>The site plan must include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> North arrow, legal description and municipal address <input type="checkbox"/> All property lines shown with dimensions and total lot area <input type="checkbox"/> Setbacks (front, sides & rear) shown to each corner of all structure(s) <input type="checkbox"/> Proposed and/or existing landscaping of the site including total area of on-site landscaping, number of trees/shrubs and total grassed area <input type="checkbox"/> Total number of proposed and/or existing parking stalls including dimensions of the parking stall width and depth <input type="checkbox"/> Location and measurement of any registered utility right-of-way or other easements registered by way of caveat on the parcel. <p>The interior floor plan must include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dimensions and confirmation of use of all areas within the building. <p>Fees: Development Permit application fees must be paid at the time of application:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Permitted Use - \$400.00 <input type="checkbox"/> Discretionary Use - \$800.00
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PLEASE NOTE: Additional information may be required at the discretion of the reviewing Development Officer.

DEVELOPMENT PERMIT APPLICATION - CHANGE OF USE

PROJECT INFORMATION	Municipal Address: _____ Legal Description Lot: _____ Block: _____ Plan: _____ Land Use District: _____ What is the proposed use(s)? Please provide a description below. _____ _____ _____ _____
APPLICANT INFORMATION	Name: _____ Address: _____ Postal Code: _____ Phone number - Primary: _____ Secondary: _____ Email: _____
OWNER INFORMATION (if different)	Name: _____ Address: _____ Postal Code: _____ Phone number - Primary: _____ Secondary: _____ Email: _____

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 Co-ordinator 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/Applicant 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

Permitted Discretionary

BASE FEE PAID: \$ _____

VARIANCE FEE: \$ _____

DISCRETIONARY USE: \$ _____

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: _____