
DEVELOPMENT PERMIT APPLICATION RESIDENTIAL ADDITION SUBMISSION REQUIREMENTS

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

All applications for a residential addition must contain the following to be considered a complete application:

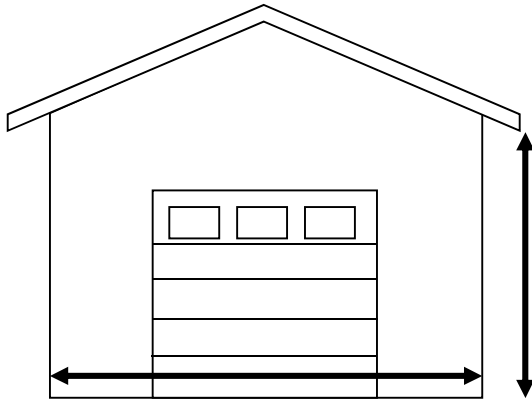
- 1.** A completed Development Permit Application form, Right of Entry form and permit fee of **\$150.00**
- 2.** **Certificate of Title** dated within 6 months of the date of your application submission
- 3.** **Authorization Form**
 - If your name is **not** listed on the property's land title, you 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 addition drawn in its proposed location and the following measurements indicated:
 - Dimensions of the proposed addition
 - SURVEY** | • Distance from the edge of your proposed addition to all of the property lines
 - Property dimensions
 - Locations and sizes of all other existing accessory buildings/structures
- 5.** An **ELEVATION DRAWING** of the proposed addition with the following information:
 - ELEVATION** | • Length
 - Width
 - Height
- 6.** 1 copy of the **building plans**.

***After building a Residential Addition, a **new Real Property Report will be required** to obtain Municipal Compliance.

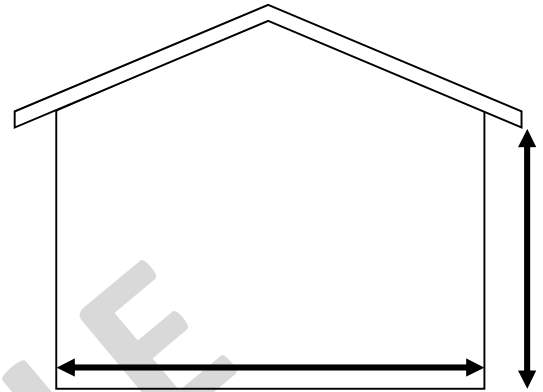
PLEASE NOTE: Additional information may be required at the discretion of the reviewing Development Officer.

EXAMPLE OF RESIDENTIAL ADDITION ELEVATION DRAWINGS

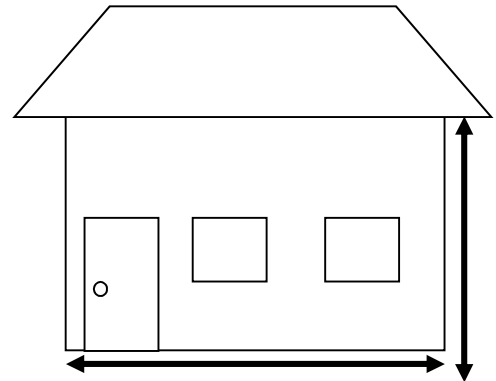
Please provide your own drawing for your Addition.



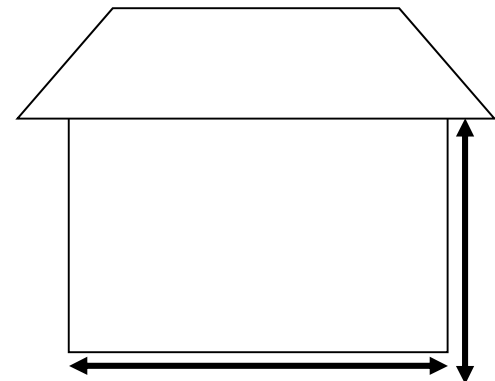
NORTH ELEVATION



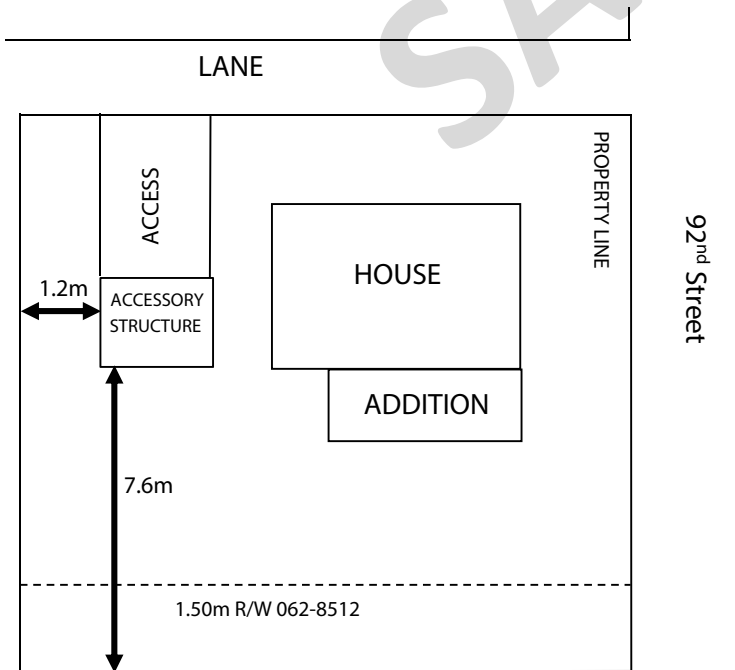
SOUTH ELEVATION



EAST ELEVATION



WEST ELEVATION



DEVELOPMENT PERMIT APPLICATION - MINOR RESIDENTIAL ADDITIONS
(Secondary Suites, Garage Suites, Residential Additions, Decks)

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PROJECT LOCATION	Municipal Address: _____ Legal Description Lot: _____ Block: _____ Plan: _____										
APPLICANT INFORMATION	Name: _____ Email: _____ Address: _____ Phone: _____ <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>PLEASE NOTE: By providing your email address you acknowledge that all correspondence, including the <i>DEVELOPMENT PERMIT</i>, will only be sent VIA email.</p> </div>										
OWNER INFORMATION <small>(if different)</small>	Same as above (if not the same as above, AUTHORIZATION FORM is required) Name: _____ Email: _____ Address: _____ Postal Code: _____ Phone: _____ Alternate Phone: _____										
ADDITIONS	New Secondary Suite Number of Bedrooms: _____ Square feet: _____ Existing Secondary Suite New Garage Suite Date Constructed: _____ Existing Garage Suite (for existing Secondary or Garage Suites)										
	Residential Addition Size: L _____ x W _____ x H _____ Description: _____ _____										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Deck</td> <td style="text-align: center;">Covered</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td style="text-align: center;">Size: L _____ x W _____ x H _____</td> </tr> <tr> <td></td> <td style="text-align: center;">Enclosed</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td></td> </tr> </table>	Deck	Covered	Yes	No	Size: L _____ x W _____ x H _____		Enclosed	Yes	No	
	Deck	Covered	Yes	No	Size: L _____ x W _____ x H _____						
		Enclosed	Yes	No							
Other _____ Size: L _____ x W _____ x H _____											

Do you require a VARIANCE to any measurable standard? NO YES (variance application required)

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: _____

ZONE: _____

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: _____

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