

CHECKLIST: DEVELOPMENT PERMIT APPLICATION

Pursuant to Land Use Bylaw No. 1404

COMMERCIAL/INDUSTRIAL DEVELOPMENT

- Completed Form A: Development Permit Application
- Completed Form A2: Commercial/Industrial Application
- Building plans (to include floor plans, front/side/rear elevation drawings, etc.)
- Site plan (to include the locations of the proposed development, any anticipated future development, customer parking, outdoor storage, known utilities, etc.)
- Grading and drainage plans (required for parcels in industrial parks, on parcels 2 acres or less, and where specified by the Development Authority)
- Landscaping plan (to include labeling of trees, shrubs, ground cover, fencing, etc.)
- Payment of Development Permit Application Fee (contact the Development Officer at 403-328-5525 for the fee amount. Note: only accepts cash, cheque or debit is accepted)
- Submit Municipal Address Application (where applicable)
- Waiver request (where applicable – include a written explanation and rationale for the waiver request)
- Additional supporting documentation (where applicable – such as stormwater management plan, documentation from other government authorities, proposed business operation including hours, etc.)