

Development Permit Application Requirements Checklist

Please use this checklist to help ensure that all portions of your development permit application are properly completed. This checklist must be submitted with your permit application, any missing items will need to be added before the application can be accepted.

Completed by Applicant	Office Use Only	Application Requirements
<input type="checkbox"/>	<input type="checkbox"/>	Completed application form – section 1 of the application form to ensure all required sections are completed
<input type="checkbox"/>	<input type="checkbox"/>	Signatures of all registered owners
<input type="checkbox"/>	<input type="checkbox"/>	Affidavit or corporate seal – this will be required if you are signing as an agent or on behalf of a company. Please ask planning staff about this when submitting your application.
<input type="checkbox"/>	<input type="checkbox"/>	Application fee outlined in Schedule of Fees Bylaw
<input type="checkbox"/>	<input type="checkbox"/>	If in Birchwood Country Condominium, must have a signed development permit from the Condo Board
<input type="checkbox"/>	<input type="checkbox"/>	If in a Manufactured Home Park, the application must be signed by the park owner as the registered land owner.
Basic site plan – Required for all types of permit (see Sample Site Plan)		
<input type="checkbox"/>	<input type="checkbox"/>	Completed in ink
<input type="checkbox"/>	<input type="checkbox"/>	North arrow
<input type="checkbox"/>	<input type="checkbox"/>	Scale of site plan (i.e. 1 square = 10 m, or 1 cm = 10 m)
<input type="checkbox"/>	<input type="checkbox"/>	Legal location of the property (long legal and lot/block/plan if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Property lines of the entire parcel
<input type="checkbox"/>	<input type="checkbox"/>	Name of the county road or highway providing access to and/or adjacent to the property;
<input type="checkbox"/>	<input type="checkbox"/>	Location of the approach to the property (labelled)
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of existing building(s) (labelled as existing)
<input type="checkbox"/>	<input type="checkbox"/>	Location of building(s) proposed on this application and dimensions (labelled as proposed)
<input type="checkbox"/>	<input type="checkbox"/>	Setbacks from proposed building(s) to front, side, and rear yard property lines
Hazard lands		
<input type="checkbox"/>	<input type="checkbox"/>	Show location of and label type of hazard land (e.g. slope, wetland, waterbody)
<input type="checkbox"/>	<input type="checkbox"/>	Show setbacks from any water body or water course measured from the top of the bank
<input type="checkbox"/>	<input type="checkbox"/>	Location of and setbacks from steep embankments measured from the top of bank
Easements, Rights-of-Way, Utilities, and Facilities		
<input type="checkbox"/>	<input type="checkbox"/>	Show location of and label any known easements, rights-of-way, or public utility lines
<input type="checkbox"/>	<input type="checkbox"/>	Location of and setbacks from oil and gas pipelines and facilities (e.g. - well sites, battery sites, processing plants, pipelines, etc.).
Business operation permits – section 8		
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of any outdoor or chemical storage areas
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of parking areas
Signs – section 11		
<input type="checkbox"/>	<input type="checkbox"/>	Location and setback to overhead powerlines and property lines
Building and floor plans – section 5		
<input type="checkbox"/>	<input type="checkbox"/>	Label plans with dimensions of building, including height
<input type="checkbox"/>	<input type="checkbox"/>	Label purpose of each space (i.e. kitchen, living room, bedroom) or indicate open concept
<input type="checkbox"/>	<input type="checkbox"/>	For walkout basements, locate and label height to peak from average finished grade on building plan elevations

SAMPLE SITE PLAN

Legal Land Description: NE 34-48-08-W5M Scale: 1 cm = 10 m

