



5 St. Anne Street  
 St. Albert, AB  
 T8N 3Z9  
 Phone: (780) 459-1642  
 Fax: (780) 458-1974

FOR OFFICE USE ONLY	
Project:	_____
Address:	_____
Date:	_____
File No.:	_____

## DEVELOPMENT PERMIT APPLICATION CHECKLIST

### New: Commercial – Industrial – Institutional - Multiple Family Residential

Required Information		SUBMITTED
<i>As per Land Use Bylaw Section 3.3(3)</i>		
1.	Application Form	<input type="checkbox"/>
2.	Site Plan in Accordance with the Requirements Below	<input type="checkbox"/>
3.	Building Elevations	<input type="checkbox"/>
4.	Floor Plans	<input type="checkbox"/>
5.	Landscape Plan, <b>**Stamped by a Registered Alberta Landscape Architect, showing:</b> <ul style="list-style-type: none"> <li>▪ The existing topography and clearly identifying the vegetation that is to be retained or removed;</li> <li>▪ The layout of the soft and hard landscaping, pedestrian circulation and open space systems, screening, berms, slopes, and retaining walls;</li> <li>▪ The types, sizes and numbers of plant material, calliper of trees and the types of hard landscaping; and</li> <li>▪ Municipal address, north arrow and scale, and property lines</li> </ul>	<input type="checkbox"/>
6.	A certified copy of title of the site indicating ownership, interest and encumbrances accompanied by a written authorization for the Development Officer or his representative to enter upon the site and if applicant is not the owner, a completed Owner's Authorization	<input type="checkbox"/>
7.	Application fees	<input type="checkbox"/>
8.	Note: Although submission of the following is not specifically required, it is recommended that they be provided: <ul style="list-style-type: none"> <li>▪ Site Servicing Plan</li> <li>▪ Lot Grading and Drainage Plan</li> </ul>	<input type="checkbox"/>

SITE PLAN REQUIREMENTS (6 copies)		YES	NO	N/A
1.	North arrow;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Scale of plan (in metric, minimum 1:100);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Address and legal description of property;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Labelled property line and setback requirements in accordance with the Bylaw;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Outline of all building and/or structures on the site;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Total gross floor area, and, where applicable, gross floor of each individual unit within a building;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Easements;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Location of all existing and proposed utility rights-of-way;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Distance from back of walk and lip of gutter (existing and proposed) to the property lines;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SITE PLAN REQUIREMENTS (continued)		YES	NO	N/A
10.	Medians and/or breaks in medians on public streets adjacent to the site;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Existing and proposed site grades, contours, limits of the flood risk area (where applicable) and any special topographical features or site conditions;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Location of all existing and proposed utilities;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Location of all lighting and light standards, catch basins, utilities poles, hydrants and utility fixtures;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Location and dimension of driveway accesses;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Adjoining streets, avenues and lanes, all shown and labelled;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Layout of existing and proposed parking areas showing dimensioned depth and width of stalls, barrier-free stalls, aisle dimensions, angle of stalls and number of stalls;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Parking area grades including any driveways and ramps;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Identification of surface treatment for all areas;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Location of all existing and proposed fencing;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Location of garbage and recycling receptacles and loading areas; and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Existing and proposed sign locations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Plans and Information		YES	NO	N/A
<i>In accordance with Land Use Bylaw Section 3.3(4) the Development Officer may require the following additional plans and information:</i>				
1.	Photographic prints showing the site in its existing state:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Data to show <ul style="list-style-type: none"> <li>▪ How the form, mass and character of the proposed development will relate to neighbouring developments; and</li> <li>▪ How the design, materials and finish of the principal facades of the proposed development will relate to existing or planned facades of neighbouring buildings including photographs of existing building facades;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	A parking or transportation study prepared by a professional engineer;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	A noise evaluation study or attenuation proposal prepared by a professional engineer;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	For a retaining wall, the design prepared by a professional engineer;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	A Real Property Report;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	A detailed report prepared to show the effect of additional traffic resulting from the proposed development;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Good quality drawings, overheads, or electronic copies of drawings when required for presentations to Council;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Site topography, trees, landscaping or other physical conditions;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Copies of plans in such number as specified by the Development Officer showing the elevations, floor plan and a perspective of the proposed development, including a description of the exterior finishing materials;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	A vicinity map of appropriate scale, indicating the location of the proposed development in relation to nearby access streets and other significant physical features which may have a bearing on the proposed project;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Such environmental assessment, environmental impact assessment, emergency response plan, baseline environmental study, environmental audit, report, study or analysis that the Development Officer deems necessary to properly assess the application;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Additional Plans and Information (continued)</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>13.</b>	Copies of any permit, license, approval, application for any permit, license or approval, any environmental assessment, environmental impact or assessment, emergency response plan, baseline environmental study, environmental audit and any other report, study or analysis that the applicant or owner has, is , or will be required or requested to obtain or prepare pursuant to any federal, provincial or municipal enactment or any other law that the Development Officer deems necessary to properly assess the application;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>14.</b>	Information confirming that the applicant has discussed the proposed development with any person affected by the proposed development; and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>15.</b>	Other information required by the Development Officer to determine how a proposed development may affect land uses in the vicinity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Related Requirements</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>1.</b>	Certificate of Insurance, in the form prescribed by the City and in the name of the property owner (typically a condition of Development Permit Approval);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.</b>	Letter of Credit, in the form prescribed by the City, in an amount determined by the City and generally based on the following calculations (typically a condition of Development Permit Approval); <ul style="list-style-type: none"> <li>▪ Estimated servicing costs</li> <li>▪ Estimated costs for construction of approaches/driveway aprons</li> <li>▪ Estimated costs for landscaping work (estimate to be prepared by a Registered Alberta Landscape Architect)</li> <li>▪ \$5,000 surety deposit for submission of as-built drawings</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.</b>	Public Consultation <ul style="list-style-type: none"> <li>▪ Certain discretionary use applications and/or proposals where a variance is being considered, the Development Officer may direct the applicant to undertake Public Consultation in accordance with City Council Policy C-P&amp;E-01 <i>Public Consultation Requirements for Planning and Development Processes</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Attachments:**

- Application for Development Permit*
- Owner's Authorization*
- Standard Format for Letter of Credit*
- Standard Format for Certificate of Insurance*



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 St. Albert, AB  
 T8N 3Z9  
 Phone: 780-459-1642  
 Fax: 780-458-1974

CITY USE ONLY	
Application Fee	
Building Permit Deposit	
Safety Code Fee	
Total Fees	<input type="radio"/> Paid
Receipt No.	

## APPLICATION FOR DEVELOPMENT PERMIT

PLEASE PRINT

**I/We hereby make application under the provisions of the Land Use Bylaw to develop in accordance with the plans and information submitted, and which form a part of this application.**

<b>Municipal Address:</b>			
<b>Legal Description:</b>	Lot (Parcel)	Block	Plan
	Other legal description		
<b>Development Proposed:</b>			
<b>Applicant:</b>	Name		Daytime Phone Number
	Mailing Address		E-mail Address
	City	Postal Code	Date (MM/DD/YYYY)
Interest, if Applicant is not Owner		Signature _____	
Business License No.			

<p><b>APPEAL NOTICE:</b> It is understood that if this application is approved or refused by the Development Officer, it may be appealed to the Development Appeal Board if such appeal is made within 14 days from the notice of decision date. It is further understood that the Development Appeal Board may confirm, revoke or vary the development permit or any condition as a result of such an appeal being duly filed, and that any work undertaken</p>	<p>prior to the expiry of the appeal period or the determination of the appeal by the Development Appeal Board, whichever case applies, is entirely at the applicant's risk.</p> <p>Signature _____</p>
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**Collection and use of personal information**

*The personal information being collected on this form is for the purposes of processing and acting upon this application in accordance with the Municipal Government Act, and is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. The City will not share your personal information for purposes outside of those stated without your permission in writing, unless there is a specific exemption stated in the Municipal Government Act.*



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St. Albert, AB T8N 3Z9  
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### CITY OF ST. ALBERT OWNER'S AUTHORIZATION

PLEASE PRINT

Date (MM/DD/YYYY): \_\_\_\_\_

File No.: \_\_\_\_\_

MUNICIPAL GOVERNMENT ACT, RSA, 2000, CHAPTER M-26

I, \_\_\_\_\_  
*(owner's name)*

of \_\_\_\_\_  
*(company, if applicable)*

being the registered owner of \_\_\_\_\_  
*(legal description)*

\_\_\_\_\_ *(legal description)*

do hereby allow \_\_\_\_\_  
*(applicant)*

To make application for:

- Redistricting
- Subdivision
- New or Amended Area Structure Plan or Area  
Redevelopment Plan
- Development Permit

\_\_\_\_\_ *(owner's name)*

\_\_\_\_\_ *(owner's signature)*

\_\_\_\_\_ *(date—MM/DD/YYYY)*

## LETTERS OF CREDIT/GUARANTEE

### Standards Required

1. The Letter of Credit can be for a limited term or it can have an automatic renewal/extension clause. With an automatic renewal/extension clause **there must be a clause requiring the financial institution to notify the City of St. Albert in writing by registered mail at least 30 days prior to the expiration of the security if the security will not be renewed.**
2. The credit must be “irrevocable”.
3. **The reference to the project in which the Letter of Credit applies must be as follows:**

**(a) Development Agreement**

“Covering all obligations, terms, and conditions under the Development Agreement as amended, extended, or renewed for \_\_\_\_\_.”

**(b) Capital Recreation Contribution Agreement**

“Covering all obligations, terms, and conditions, under the Capital Recreation Contribution Agreement as amended, extended, or renewed for \_\_\_\_\_.”

**(c) Development Permit**

“This Letter of Credit is to cover all obligations, terms, and conditions under the Development Permit as amended, extended, or renewed for Development Permit No. \_\_\_\_\_.”

**(d) Subdivision or Bareland Condominium Approval**

“This Letter of Credit is to cover all conditions under the Subdivision/Bareland Condominium Approval for \_\_\_\_\_.”

- (e) Owner/Permit/Customer Link** (used where the recipient of the development permit and entity providing the letter of credit are not the same)

This Letter of Credit is to cover all obligations, terms, and conditions under the Development Permit as amended, extended, or renewed for Development Permit No. \_\_\_\_\_ issued to \_\_\_\_\_ on land owned by \_\_\_\_\_.

4. Letters of Credit will be accepted from any Chartered Bank, Credit Union or from ATB Financial.
5. **A sample Letter of Credit/Guarantee** is included on page 3 and it is recommended that your financial institution use this format, as the City of St. Albert will not accept securities that do not meet the criteria shown in the sample.
6. There must not be any restrictions on the City’s ability to demand on the Letter of Credit.
7. Performance Bonds will not be accepted.
8. 100% cash deposits will be accepted as security, but with no payment of interest.

### Reductions in Letters of Credit

1. Approval must be requested through the City's Planning and Engineering Services Department. If it is determined that the Letter of Credit can be reduced, the Engineering Department will correspond with you to offer the reduction. It is up to you to contact your bank to have the credit amended.
2. Amended or new Letters of Credit provided to the City must be as per the aforementioned criteria.

### Remittance to the City

1. Please send all Letters of Credit to:

The City of St. Albert  
5 St. Anne Street  
St. Albert, AB T8N 3Z9  
Planning & Engineering Services

We have included this checklist to help ensure that the letter of credit you submit is accepted by the City of St. Albert.

- Is the credit irrevocable?
- Have you used the proper subject line as per item 3?
- There are NO conditions or restrictions that will hinder the City's ability to demand the security.
- Partial drawings are permitted?
- Can the City draw on this letter at an Edmonton or area branch?
- The letter is not transferable or assignable?
- The uniform customs and practice clause is stated?
- If letter of credit goes over two pages is the letter of credit # on page 2?

The answer to all of the above points should be yes, if not you should be aware that the letter of credit would most likely be returned to you for correction.

Date Issued \_\_\_\_\_

Letter of Credit Number \_\_\_\_\_

The City of St. Albert  
5 St. Anne Street  
St. Albert, AB T8N 3Z9

Attention: Sue Howard-Carmichael

Dear Madam

Subject: **(AS INDICATED ON PAGE 1)**

Pursuant to the request of and for the account of our customer, **(CUSTOMER NAME)** (the "customer"), WE HEREBY ESTABLISH in your favour our Irrevocable Letter of Credit for the sum not exceeding the aggregate of **(AMOUNT)** (\$) \_\_\_\_\_ Dollars.

This Letter of Credit may be drawn on by you at any time from time-to-time upon written demand for payment made upon us by you. It is understood that we are obligated under this Credit for the payment of monies only and we hereby agree that we shall honour your demand for payment without inquiring whether you have a right as between yourself and our said customer to make such demand and without recognizing any claim for our said customer.

The amount of this Letter of Credit may be reduced from time-to-time only by amounts drawn upon it by you or by formal notice in writing given to us by you if you desire such reduction or are willing that it be made.

This Letter of Credit shall, without notice, automatically terminate at 12:01 P.M. (Mountain Standard Time) on **(DATE)**.

It is a condition of this Letter of Credit that it shall be deemed to be automatically extended without amendment from year to year from the present or any future expiration date hereof, unless at least 30 days prior to any such expiration date, we notify you in writing by registered mail, that we elect not to consider this Letter of Credit to be renewable for any additional period.

Partial drawings are permitted.

We engage with you that all demands for payment made within the terms and currency of this Credit will be duly honoured if presented at this office and we confirm and hereby undertake to ensure that all demands for payment will be duly honoured by us.

All demands for payment shall specifically state that they are drawn under this Letter of Credit.

It is agreed that except as otherwise stated, the Letter of Credit is issued in response to this application and will be subject to the Uniform Customs and Practice for Documentary Credits (1993 Revision), ICC Publication No. 500.

This Letter of Credit is not transferable or assignable.

Yours sincerely,

**CERTIFICATE OF INSURANCE**  
**(only this certificate will be accepted)**

This Certificate of Insurance is provided in order to confirm coverage for:

Named Insured	Certificate Holder	Insurers Affording Coverage		Certificate Holder as Additional Insured
Attention: Phone: Project:	The City of St. Albert 5 St. Anne Street St. Albert, Alberta T8N 3Z9 Attention: Sue Howard-Carmichael Phone: 459-1737	A		
		B		
		C		
		D		
		E		
		F		
		G		

**Unless unique circumstances exist which, in the opinion of the Certificate Holder, necessitate the procurement of specialized insurance coverage evidenced by a separate Certificate of Insurance, the coverage referenced below applies to all operations performed (including actions and omissions), or required to be performed under all present and future contracts or agreements as amended, extended, or renewed, between the Certificate Holder and the Named Insured.**

This is to certify that the following policies have been issued by the Insuring Company and are in full force and effect as of the date of this certificate and have been issued to the Named Insured. The following policies are to include, as a minimum, the coverage and limits listed below.

Ins. Ltr.	Type of Insurance	Policy Number	Policy Effective (MM/DD/YY)	Policy Expiration (MM/DD/YY)	Limits	
A	<b>General Liability</b> Occurrence Form Attached Machinery Broad Form Property Damage Occurrence Property Damage Blanket Contractual Liability Non-Owned Automobile Liability XCU Coverage Personal Injury / Advertising Liability				Per Occurrence General Aggregate Prod & Comp Ops Voluntary Medical	\$ \$ \$ \$
					Deductible	\$
B	<b>Automobile</b> (owned/leased/rented)				Per Accident	\$
C	<b>Excess Liability</b>				Per Occurrence General Aggregate	\$ \$
					Retention	\$
D	<b>Course of Construction</b>				Limit of Liability	\$
					Deductible	\$
E	<b>Pollution/Environmental Impairment Liability</b>				Per Occurrence Per Claim General Aggregate	\$ \$ \$
					Deductible	\$
F	<b>Professional Liability</b>				Per Claim General Aggregate	\$ \$
					Deductible	\$
					Limit	\$
					Deductible	\$

The Certificate Holder, its employees, officials, and agents are included as Additional Insureds but only arising out of the operations of the Named Insured. The Named Insureds cover is primary and other insurance is excess and non-contributory. Waiver of Subrogation and Cross Liability included. 30-day notice to Certificate Holder of cancellation or material change of policies applies.

Name of Insurance Broker/Agent:

Authorized Representative: \_\_\_\_\_

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

Date Certificate Completed: \_\_\_\_\_