

SECTION 1: APPLICANT INFORMATION

Applicant Name: _____

Mailing Address: _____

Phone No.: _____ Email: _____

Is the applicant the Registered Owner of the property? Yes No If "No" please complete Registered Owner's information below

Registered Owner(s) Name(s): _____

Mailing Address: _____

Phone No.: _____ Email: _____

Applicant's interest in the property (if not the owner): Contractor Tenant Other, specify: _____

Please Note: A Property Owner Authorization Form is required in the absence of the owner(s) signature on this application form.

SECTION 2: PROPERTY INFORMATION

Municipal Address: _____ Land Use District: _____

Legal Description Lot(s): _____ Block: _____ Plan: _____
 or Part Section: _____ Twp.: _____ Range: _____ Meridian: _____

Lot Information Width: _____ Length: _____ Lot Area: _____

SECTION 3: PROPOSED DEVELOPMENT (CHECK ALL APPLICABLE BOXES)

This application is for:	Area (m ² /ft ²)	Building Height (m/ft)	Front Setback (m/ft)	Rear Setback (m/ft)	Side Setback (m/ft)
<input type="checkbox"/> Multifamily No. of Units _____					
<input type="checkbox"/> New Commercial No. of Units _____					
<input type="checkbox"/> New Institutional/Industrial					
<input type="checkbox"/> Garage (attached)					
<input type="checkbox"/> Garage (detached)					
<input type="checkbox"/> Accessory Building					
<input type="checkbox"/> Addition/Renovation					
<input type="checkbox"/> Change of Use, describe: _____					
<input type="checkbox"/> New Business Licence Application, describe: _____					
<input type="checkbox"/> Land Clearing/Excavation _____ Hectares					
<input type="checkbox"/> Sign	Area	Height	Setback	Wall Coverage %	
<input type="checkbox"/> Temporary Sign					
<input type="checkbox"/> Facia Sign					
<input type="checkbox"/> Free Standing Sign					
<input type="checkbox"/> Menu Board					
<input type="checkbox"/> Other, specify: _____					
<input type="checkbox"/> Other, specify: _____					

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SECTION 4: FURTHER INFORMATION ABOUT THE PROPOSED DEVELOPMENT

- How many parking spaces are available? _____
- Are loading spaces provided? Yes, how many _____ No
- Will amenity space be provided? Yes, describe: _____ No
- What is the lot coverage of the Principal Building? _____%
- What is the lot coverage of the Principal Building & Accessory Building(s)/Uses? _____%
- Do you have a Business Licence? Yes No *(complete a business licence application)* N/A
- Do you require a variance? Yes, describe: _____ No
- Are you located near a Watercourse or Steep Slope? Yes, distance to property: _____ No
- Is your lot serviced? Yes No *(apply under the City's Water, Sanitary and Storm Service Connection Policy)*

Estimated Start Date:

Estimated Completion Date:

Construction Value: \$

SECTION 5: DEVELOPMENT PERMIT CHECKLIST

Checklist of submission requirements to be included with all "Major" Development Permit Applications.

Fields that have an asterisk (*) must be provided.

Ensure all required information has been submitted with the application.

- *Application Fee** *(Non-Refundable)*
- *Certified Copy of Title** *(within the last 6 months)*
- Property Owner Authorization Form** *(only required if you are not the registered owner)*
- *A Site Plan** at a scale satisfactory to the Development Officer showing the North Arrow and Scale of Plan. Site Plan must include:
 - Legal Description of Property, Municipal Address, and Land Use District**
 - Lot Dimensions, Lot Area, Building(s) Area, and Percentage of Lot Coverage for all structures**
 - Locations and Distances** to property lines from building(s), structures, decks, utility poles, fences, retaining walls, trees, landscaping, etc. **Front, side, and rear setbacks must be indicated**
 - All Easements** must be shown and labeled
 - Location of lot access, existing sidewalks and curbs and distance from property line**
- *A Building Plan**, that must include:
 - Scale of Plan**
 - Building Elevations** including: front, sides and rear
 - Building Height** to top of roof – highest point
 - Type of Roofing Material(s) and Roof Pitch**
 - Dimension of exterior and interior walls, including openings**
 - Type of construction materials being used** (foundation, walls, roof, etc.)
 - Floor plan(s)** of all living spaces proposed to be developed
- *Grade Plan** - must demonstrate positive drainage to an approved drainage course
- *ERCB Site Check**
- Landscaping Plan** (if applicable)
- Offsite Levies** (if applicable)

The Development Authority may require the following additional information, if deemed necessary, to assess application:

- Location of Municipal water, sanitary sewer, storm sewer lines, and public utilities (gas, power, telephone, cable/fiber) to be utilized in servicing the property.
- Plan showing Storm Water Management System submitted and reviewed as condition of Development Permit and prior to Building Permit submission.
- Geotechnical report(s) - slope stability, soils, etc. prior to Building Permit submission.
- Environmental Assessment Reports - contaminated soils etc. prior to Building Permit submission.
- PTMAA Approval - Petroleum Tank Management Association of Alberta - Storage Tank Regulations.

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SECTION 6: DECLARATION OF APPLICANT

I/we _____ hereby declare that I/we have reviewed and understand the conditions/terms of the City of Cold Lake Land Use Bylaw and that the development identified in this application will be conducted in accordance with the plans submitted, and upon approval, will adhere to the conditions and provisions of the City of Cold Lake Land Use Bylaw. I/we hereby grant the Development Authority Right of Access to conduct all necessary inspections on the subject property, with respect to this application. All work will be conducted in accordance with the plans submitted. I/we further declare that I/we will notify the Development Authority of any proposed changes to the plans submitted with this application.

Applicant Signature: _____

Date: _____

Registered Owner Signature: _____

Date: _____

Important Notice: This application does not permit you to commence development until such time that a development permit has been issued by the Development Authority. Within 20 days of receipt of application, you will be notified whether or not your application is deemed to be complete. If a decision is not made within 40 days of receipt of a completed application, the application is deemed refused. You have the right to file an appeal to the Subdivision and Development Appeal Board (SDAB). Contact the SDAB Secretary at (780) 594-4494 for appeal information.

A Development Permit is valid for 365 days from date of issuance.

OFFICE USE ONLY

Received By:	Date Received:
Permit Fee: \$	Receipt No.:
Roll No.:	Offsite Levies: \$
<input type="checkbox"/> Approved <input type="checkbox"/> Refused	Development Application No.:
If Approved, Type of Use: <input type="checkbox"/> Permitted Use <input type="checkbox"/> Discretionary Use DO <input type="checkbox"/> Discretionary Use MPC	

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