

**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)**

	Area (m <sup>2</sup> /ft <sup>2</sup> )	Building Height (m/ft)	Front Setback (m/ft)	Rear Setback (m/ft)	Side Setback (m/ft)
This application is for: <input type="checkbox"/> Construct a new dwelling: <input type="checkbox"/> Single Detached/Duplex <input type="checkbox"/> Manufactured Home With: <input type="checkbox"/> Garage (attached/detached) <input type="checkbox"/> Deck <input type="checkbox"/> Basement Development <input type="checkbox"/> Secondary Suite <input type="checkbox"/> Other, specify: _____					
<input type="checkbox"/> Alteration/renovate an existing dwelling: <input type="checkbox"/> Addition <input type="checkbox"/> Deck/Covered <input type="checkbox"/> Other, specify: _____					
<input type="checkbox"/> Retaining Wall, Height: _____ <input type="checkbox"/> Lot Grading <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
- What is the percentage lot coverage? Principal Bldg. \_\_\_\_\_% Principal & Accessory Bldg. \_\_\_\_\_%
- 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)*

Description of Work: \_\_\_\_\_

Estimated Start Date:	Estimated Completion Date:	Construction Value: \$
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## SECTION 5: DEVELOPMENT PERMIT CHECKLIST

**Checklist of submission requirements to be included with all "Residential" 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)*
- \*Proof of New Home Warranty**
- \*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:**
  - 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 and cable) 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	Permit 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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