



FEBRUARY 2005

Development Permit Requirement List
NEW COMMERCIAL OR MULTI-FAMILY DEVELOPMENT
 (Retail Food Store, Office, Retail, Restaurant, etc.)
TOWN OF CHESTERMERE
 105 Marina Road, Chestermere, Alberta T1X 1V7

LUB _____
DATE REVIEWED _____

A PRE-APPLICATION MEETING IS REQUIRED PRIOR TO AN APPLICANT MAKING A SUBMISSION.

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. **Applicants are required to fill in the section, “To be Completed by Applicant” and sign the application form confirming that all of the required information has been provided. In addition, the application must identify and provide justification for items that do not comply with Council approved policies, bylaw standards, or technical guidelines.**

To expedite the evaluation, all materials submitted must be clear, legible and precise. To achieve this level of customer service, Land Use Bylaw 99-600, as amended stipulates staff accept only **COMPLETE** applications, which **include plans prepared to professional drafting standards.**

All plans are to be in sets and folded to a size not exceeding 8 ½" X 14". Large plans can be accordion-pleated, provided they can be attached to the file at the top left-hand corner.

We are currently unable to accept digital applications. Thank you for your co-operation.

For office use only	To be Completed by Applicant	N/A	Required Items
			1. Copy of Certificate(s) of Title(s)
			2. Copy of any Restrictive Covenants, Utility Rights-of Way, Easements, or Town Caveats registered on the Title(s)
			3. A Letter of Authorization from the registered owner of the land, their agent, or other persons having legal or equitable interest in the site.
			4. Colour Photographs* of the site and surrounding area (photos should provide a visual account of the site and the surrounding area, include: any unique features or aspects of particular significance to the planning and development of the site) (minimum Four [4]) *Photographs may be any size that will fit into an 8.5 X 14 inch file
			5. Fee (schedule available)

			6. Planning /Zoning application form (complete)
			7. Twelve (12) copies of Site Plans , all dimensions in metric (minimum scale of 1:100) showing:
			a) Title Box
			date (include latest revision date)
			key plan/site location map
			land use designation
			professional advisor(s) address/stamp & seal
			municipal address (i.e. street address)
			legal address (i.e. plan/block/lot)
			name/complete address of owner of record
			coverage of building(s) only (m ² sq.ft., and %)
			total lot coverage (include parking, driveways, service entrances)
			total gross floor area, and gross floor area of each of the individual tenants (m ² and sq.ft.)
			area of site (hectares and acres)
			b) Information on abutting properties (include those across bordering streets and waterways):
			approximate boundaries of adjoining parcels
			significant physical features (streams, marshes, wooded areas, soils, etc.)
			outlines of existing structures and access points on adjacent properties
			uses (residential, business, farm, undeveloped, etc.)
			c) All other required information:
			a brief narrative of the required design concept of the development (e.g., architecture, site layout, and landscaping concept)
			information on how on-site storm water and required runoff will be managed (Trap Lows)
			when the applicant is aware that the proposal does not meet a standard of the Land Use Bylaw (e.g. minimum parking standard), any deficiencies should be identified and a written account of the planning rationale provided in support of such deficiencies
			north arrow/point (should point to top or right of page)
			setback line if there is a right-of-way setback
			side yard dimensions
			rear yard dimensions
			front yard dimensions (measured from front property line and setback line if there is a right-of-way setback).
			outline of all buildings and/or structures on the site, tenant location within the buildings, loading docks, storage tanks, and transformers
			restrictions on use of land, easements, utility rights-of-way, right-of-way setback lines
			property lines/boundaries (location and length)
			adjacent Town streets, sidewalks, curb cuts and any Town public pathways adjacent to the site, dimensioned from the property

			lines.
			distance from back of walk and lip of gutters (existing and proposed) to the property lines
			medians and/or breaks in medians on public streets adjacent to site
			existing or proposed pedestrian crosswalks adjacent to the site
			corner cuts on corner sites
			existing and proposed site grades, contours and any special topographical features or site conditions (e.g., escarpments, break-of-slope and unstable areas)
			all building utilities (e.g. water meters, utility meters, AC units, fuel tanks, ventilation shafts, transformers, etc.)
			location of all existing and proposed utilities services (e.g., water, sewers, gas, electrical, cable, either underground or overhead, catch basins, utility poles, hydrants)
			location of all lighting fixtures and light standards, (including type and height; cut sheets of all light fixtures is mandatory)
			snow removal storage areas
			layout of parking areas showing dimensioned depth and width of stalls, handicapped stalls, aisle dimensions, angle of the parking stall, and number of stalls
			parking area grades (any area over 2% slope), include any driveway grades and parkade access ramp grades
			location and dimension of driveway accesses, show the angle of the driveway flare where the driveway meets the carriageway of any Town street
			road dimensions of any on-site circulation roads
			surface treatment for all areas; include parking and storage areas
			location of any drive-thru facilities, stacking spaces for vehicles,
			location of bicycle racks and the number of bikes accommodated
			location of any proposed wheel stops, speed bumps
			location of drive-thru signage (e.g., entrance, exit, customer courtesies and menu board signs)
			existing and proposed sign locations <u>showing distances to:</u>
			existing buildings on the site
			back of sidewalks and/or curbs
			utility poles and guy wires
			existing signs on the site
			all freestanding signs within 30 metres
			location of all existing and proposed fencing; cross-referenced to fence elevation, if more that one fence elevation is to be used
			location and height of existing and proposed retaining walls
			details on any overhead clearance requirements where applicable (e.g., such as minimum clearance for an awning over Town property, parkade entrance, power lines, garbage collection vehicle with overhead transfer of refuse)
			location of garbage collection facilities and loading areas
			width of sidewalks adjacent to the buildings
			storm drainage facilities (culverts, catch basins, site of overflow,

			etc.) Calculations for the operation of storm water runoff
			8. Twelve (12) copies of Landscaping Plans in metric, (minimum scale of 1:100) showing:
			natural features of the land, including contours, trees, significant vegetation. Indicate what is to be added, removed, and retained. Include any wetlands or water courses that may be present.
			number and location, of all trees required under the relevant section of the Town of Chestermere Landscape Development Guidelines; specify
			type (deciduous, coniferous, or ornamental)
			size at planting (caliper for deciduous, height for coniferous)
			height at maturity
			scientific name
			common name
			surface treatment of all soft landscaped areas (e.g. grass, shrubs)
			surface treatment of all hard landscaped areas (e.g. decorative pavers, brick, stamped concrete)
			proposed berming for site
			method of irrigation for all soft landscaped areas
			total landscaped area (square metres)
			total community space (square metres where applicable)
			curb details to separate landscaping
			tree and shrub planting details
			If trees are existing on public lands adjacent to the site the following information is required:
			the specific species of each tree (e.g., Green Ash, Colorado Blue Spruce, American Elm). Note that identification of deciduous or coniferous is not sufficient. If you require assistance in identifying the species of a tree, call 888-9022 to speak with the Parks Dept.
			the diameter of each tree, measured at a height of one metre above the ground
			the estimated height of each tree (e.g., less than 3m, 3m to 6m, 6m to 9m, etc.)
			an outline of the “drip line” of each tree (i.e., the outline of the outer reach of the branches of the tree)
			9. Twelve (12) copies of Floor Plans (minimum scale 1:100) showing:
			layout of all exterior walls, including the floor plan of the existing building (identify mechanical rooms, stairways, elevators, corridors, lobbies, washrooms, internal garbage storage areas, and internal parking areas)
			location of doors and windows
			if a restaurant and/or drinking establishment are proposed, include a detailed layout of the floor plan. Include a seating plan which clearly indicates the area in which the public will have access for the consumption of food and/or beverages
			loading and internal garbage storage areas
			10. Twelve (12) copies of Elevation Plans (minimum scale of 1:100) showing:

			exterior of the proposed buildings; including all windows, doors, loading bays, projections, fascia trim, decorative elements and lighting fixtures
			all finishing materials indicating:
			exterior materials (e.g., brick, giant brick, stucco, vinyl siding, metal siding)
			roof material (e.g., asphalt shingle, concrete tile, metal)
			facia, soffit, and trim
			colours of all major exterior building materials
			dimensioned height from grade on all elevations
			dimensioned height to main floor from grade
			detailed elevations plans of any freestanding signs that are part of this application. Show all relevant dimensions and include:
			details, on any read-o-graph or changeable copy area on the sign
			information on anchor bolts and how they are screened and/or covered
			details on any proposed lighting
			details on sign base (e.g., planter box, pedestal)
			detailed information on any on-site directional signage including entrance and exit signs
			elevation of any wall or retaining wall over 600 mm in height
			elevation of garbage collection facilities, where proposed
			if any roof-top equipment is to be added, information on how the roof-top equipment will be screened (include elevation details for screening and a roof plan)
			11. Other support Information that may be Required Depending on Site Conditions:
			where service meters will be placed on the exterior wall and how these meters will be screened; if appropriate, include details on screening enclosures
			where stalls are between columns, as in parking structures, the stall width shall be measured from the outside edge of the base of the column
			bus zones and bus shelters adjacent to site (where applicable)
			traffic impact study (estimated daily and peak hour traffic generation)
			if proposed development is to be phased (e.g. portions are to be occupied prior to the completion of the entire development), include a phasing plan showing the sequence of the phases and the area which each phase encompasses
			lighting analysis (photometrics)
			a Slope Stability Report where required by the Town Engineer
			12. Twelve (12) copies of Cross-Sections, showing:
			profile of sloping driveways or ramps; shows the grades (if retained include existing driveways and ramps) NOTE: any sloping driveway should show the grades from the building to the curb

			cross-sections may be required to provide more information on the impact of the proposed building on adjacent properties. Cross-sections should show the existing grade of the site, proposed grade for the site, grade of adjacent sites, grade of adjacent Town streets, and cross-sectional outline of the buildings (on and off the site). <u>Datum points are required to ensure accuracy.</u>
			13. Cost Estimate of all project construction and site improvements:
			cost estimate of all landscaping prepared by a professional landscaper
			cost estimate of project construction and site improvements

It is a requirement for each site plan to have a title block, which identifies the type of development and the name and phone number for the contact person.

The Development Authority may require additional material considered necessary to properly evaluate the proposed development (as stated in Part II Section 5.3.1.(f) of the Land Use Bylaw) Normally, an application will be deemed complete if the material outlined above is provided.

Note: In addition to a development permit, a building permit is also required for a new commercial development.

Please identify and provide justification for items that do not comply with Council approved policies, bylaw standards, or technical guidelines. Attach a separate sheet if necessary.

Applicant's Signature **Date**
(confirming that all required information has been provided and is correct)

Screened by **Date**

For Further Information:
Town of Chestermere
Planning & Development Department
105 Marina Road, Chestermere, Alberta T1X 1V7

9:00 am to 4:00 pm Monday – Friday

Phone 207-7075 or visit our website – www.chestermere.ca

Checklists are updated periodically. Please ensure you have the most recent edition.