



**TOWN OF CHESTERMERE
DEVELOPMENT PERMIT APPLICATION
DRIVEWAY CONSTRUCTION OR IMPROVEMENTS**

2009 Fee: \$130.00

APPLICATION NO.: _____

Please consult a staff member prior to submitting application for an initial review and assessment.

All of the following information must be clear, legible and precise and is necessary to facilitate a thorough evaluation and timely decision on your application. To achieve this level of customer service, staff are instructed to accept only complete applications. The fee must accompany this application. Thank you for your cooperation.

I/We hereby make application for a Development Permit for Driveway Construction and or Improvement under the provisions of the Town of Chestermere Policy Handbook. In accordance with the supporting information submitted and attached which form part of this application.

APPLICANT _____

DRIVEWAY CONSTRUCTION OR IMPROVEMENT? _____

NAME OF CONTRACTOR _____

MAILING ADDRESS _____ POSTAL CODE _____

TELEPHONE: (W) _____ FAX: _____

EMAIL ADDRESS _____

REGISTERED OWNER OF LAND _____ TELEPHONE: _____

MAILING ADDRESS _____

TELEPHONE: (W) _____ FAX: _____

EMAIL ADDRESS _____

LEGAL DESCRIPTION: LOT(S) _____ BLOCK _____ PLAN _____

TYPE OF PAVING PROPOSED _____

HAVE YOU ATTACHED ALL THE SUPPORTING MATERIAL RELEVANT TO THIS APPLICATION?

(Please ensure that you have completed the checklist attached overleaf)

I have reviewed all of the Information supplied to the Town with respect to an application for a Development Permit and it is true and accurate to the best of my knowledge and belief. I understand that the Town of Chestermere will rely on this information in its evaluation of my application for a Development Permit and that any decision made by the Town of Chestermere based on inaccurate information may be rescinded at any time.

DATE SIGNED

SIGNATURE OF APPLICANT

DATE SIGNED

SIGNATURE OF HOME OWNER

FOIP Notification: The personal information you provide on this form is being collected under the authority of Section 640(2) of the *Municipal Government Act* and Section 32(b) and 32(c) of the *Freedom of Information and Protection of Privacy Act* and is protected by the privacy provision of these acts. This information will be used to determine eligibility for a development permit and for enforcement of applicable laws and may be circulated to persons or authorities as necessary for the review process. If you have any questions about the collection of this information please contact the FOIP coordinator, 105 Marina Road, Chestermere Alberta T1X 1V7 (403) 207-7075.

REQUIRED APPLICATION MATERIALS

Please ensure that you have included all the following information, where applicable (tick or mark N/A):

- A detailed narrative of the proposal that includes a description of the materials;
- A grade plan indicating (by means of arrows) the grade and drainage requirements from the driveway to the property line;
- A drawing illustrating the design and features of the proposed driveway, including the slope of the ditch and approach, the swale and the location of the culvert, where applicable;
- A copy of the current Certificate of Title;
- The prescribed fee;
- A letter of authorization from the landowner when the applicant is not the registered owner of the property;
- Such other information that the Approving Authority deems necessary, if applicable (Y; N; N/A)

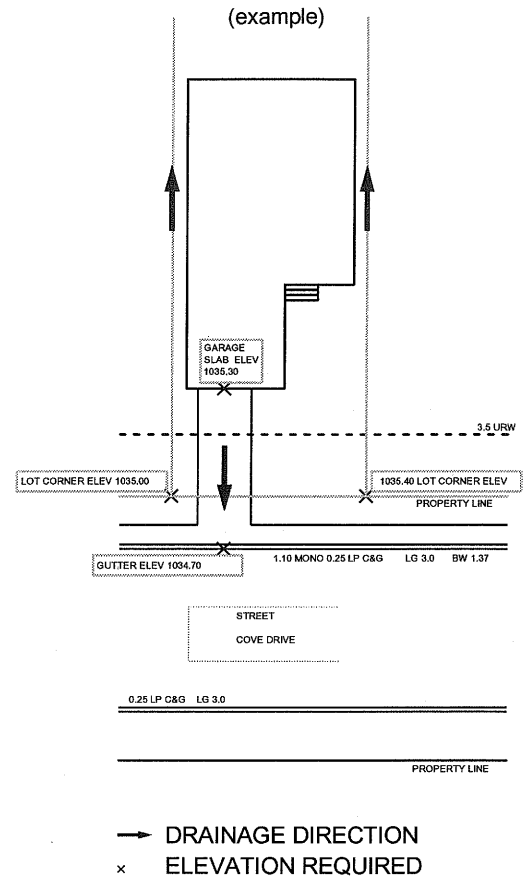
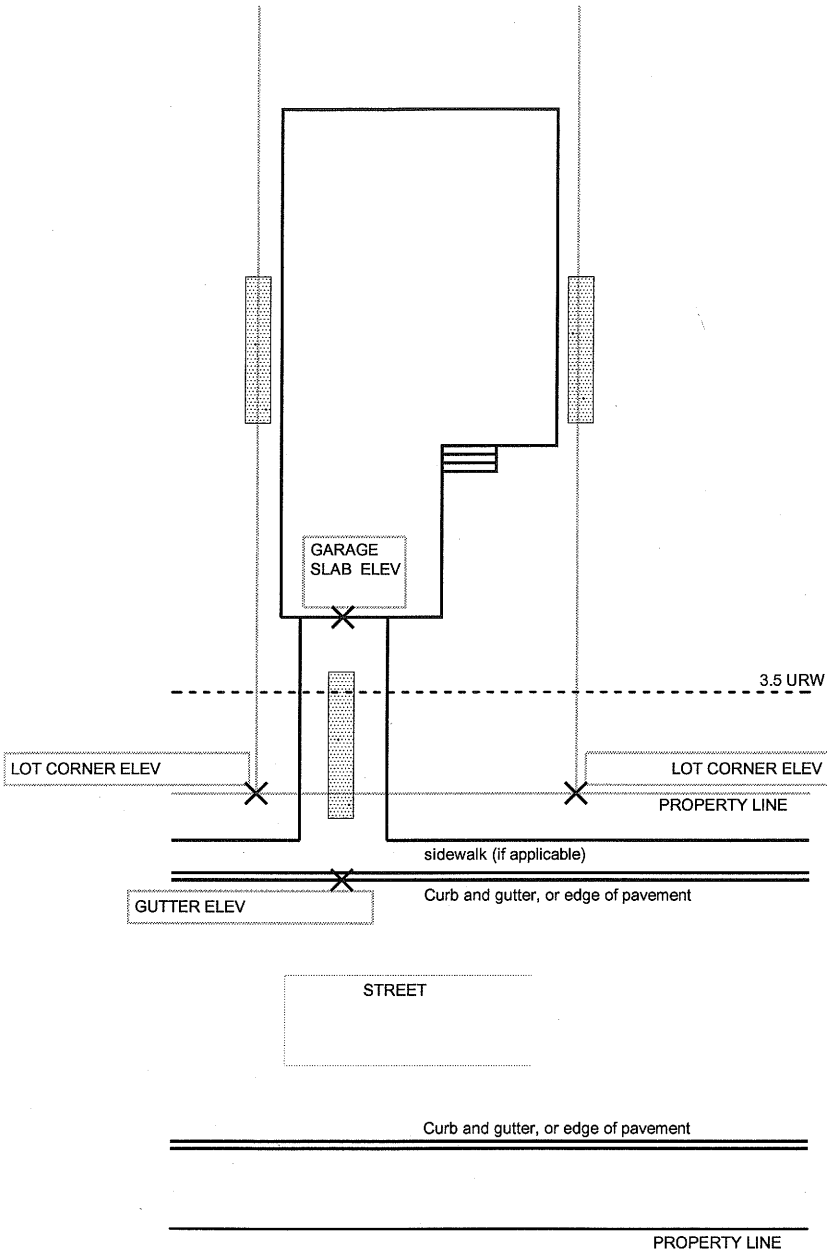
Please Note:

- (1) No construction or improvements to driveways shall take place without application having been made to the Town of Chestermere and written permission having been first obtained.
- (2) The owner shall restore the public area to a state equivalent to that which prevailed prior to construction.
- (3) The owner, during the construction of, or improvements to, the driveway shall save harmless the Town of Chestermere and others from any loss or damage as a result of works.
- (4) The owner shall be responsible for all utility and cable locations due to the construction of improvements to the driveway.
- (5) The minimum requirements for culverts, where they are required to be installed, shall be:
 - a. 450mm (18 in.) diameter;
 - b. galvanized corrugated metal pipe;
 - c. 1.6mm (1/16 in.) wall thickness;
- (6) Culverts shall be installed in such a manner that the existing drainage along the ditch is maintained. A larger diameter may be required when drainage conditions dictate.
- (7) Applications to construct a road approach must be accompanied by a deposit of One Thousand Dollars (\$1,500).
- (8) The deposit will be returned upon the satisfactory construction of the approach and restoration having been certified by the Town.

For Office Use Only:

NOTES:

- 1.) IF CULVERT UNDER DRIVEWAY TO DRAINAGE DITCH, INDICATE LOCATION OF SWALE, AND INVERT ELEVATIONS
- 2.) IF STREET CURB & GUTTER NOT EXISTING, INDICATE EXISTING EDGE OF PAVEMENT ELEVATION AT "GUTTER ELEV."
- 3.) THE COST OF PAVING BETWEEN PROPERTY LINE AND EDGE OF PAVEMENT, OR SUBSEQUENT REMOVAL, SHALL BE BORNE BY THE APPLICANT



- 4.) DRIVEWAY GRADES SHOULD NOT BE LESS THAN 1.0%
- 5.) OVERLAND FLOW TO ADJACENT PROPERTIES NOT PERMITTED
- 6.) PONDING WITHIN DRAINAGE DITCH (if applicable) OR AT STREET LOCATION NOT PERMISSABLE
- 7) IF LAYOUT CANNOT BE ADEQUATELY SHOWN, PROVIDE A SKETCH ON THE REVERSE WITH REQUIRED INFORMATION SHOWN ACCORDINGLY.
- 8) ELEVATIONS TO BE FURNISHED BY PROFESSIONAL SURVEYOR

<p>TOWN OF CHESTERMERE</p>	DRIVEWAY DEVELOPMENT PERMIT APPLICATION	
	MUNICIPAL ADDRESS:	TO BE COMPLETED BY TOWN OF CHESTERMERE PLANNING & DEVELOPMENT DEPT.
	APPLICANT:	APPROVAL DATE: <input style="width: 100px;" type="text"/> BY: <input style="width: 100px;" type="text"/> DATE: <input style="width: 100px;" type="text"/> DP No: <input style="width: 100px;" type="text"/>