

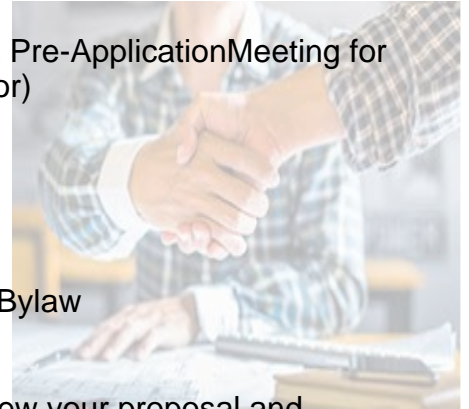
City of Chestermere Pre-Application Meeting Preliminary Project Proposal/Review Process and Checklist

Pre-Application Meetings for Major Development Permits

The City of Chestermere Community Growth & Infrastructure provides a Pre-Application Meeting for development proposals that require a more complex and thorough (major) development review.

Some examples of these development proposals are: (not limited to)

- Major Commercial
- Infill Development (Residential and Non-Residential)
- Direct Control Development (Residential and Non-Residential)
- Uses that are not listed as permitted or discretionary on the Land Use Bylaw
- Development that may require Public Participation and Engagement



You will meet with a team of City staff from different departments to review your proposal and gather input on your issues. At the meeting City staff will focus on items that will help you submit a well-informed development permit submission.

Disclaimer:

None of the comments provided through the Pre-Application Meeting are to be taken to imply or suggest a commitment or decision by City administration to either approve or refuse your proposal.

Undertaking the complete Development Permit process is the only way to be provided with a decision by City administration.

Pre-Application Process and Checklist

Step 1: Submit Request

Date Received: _____

- Complete and Submit the Pre-Application Meeting Request form
- Pay the Fee (per Fee Schedule Policy 643)

Step 2: Meeting Scheduled (Time slot (45 minutes) assigned by Development Services)

Schedule of Pre-Application Meeting (to be filled out by City Staff)

Date: _____

Time: _____

Venue: _____

- Meeting date shared by email within 7 days of a complete request

Step 3: City Review

Request provided to relevant City staff for review

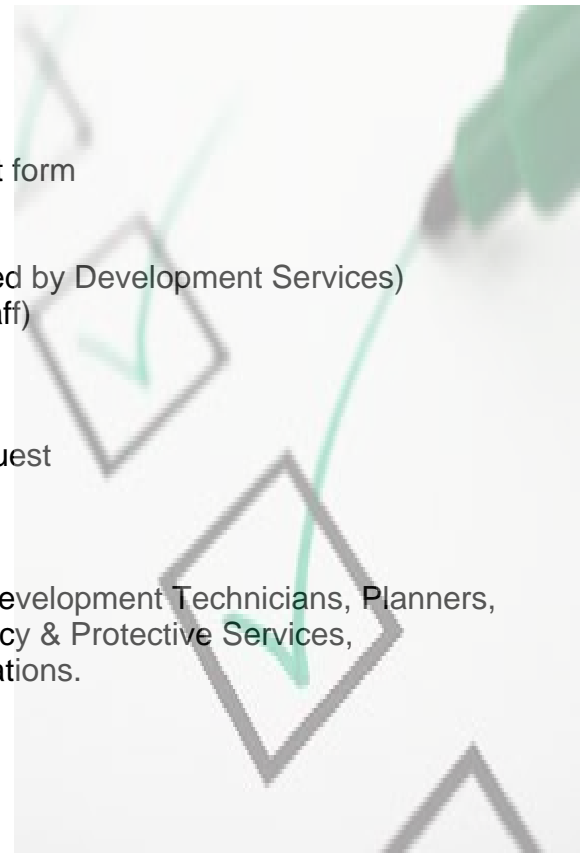
City circulation may include numerous departments including Development Technicians, Planners, Engineering, Roads, Parks, Building and Inspections, Emergency & Protective Services, Community Services, Economic Development, and Communications.

Step 4: Pre-Application Meeting

Step 5: Meeting Record

Resources

A full list of the guidelines and regulations that relate to Development Permit applications is on the Permit Information page on the City of Chestermere website - www.chestermere.ca



City of Chestermere

Request for Preliminary Project Review

Applicant Information:

Name: _____
 Address: _____
 Phone # Office: _____ Home: _____ Cell: _____
 Email: _____ Fax: _____

Property Owner/ or Same as Applicant Yes No _____ Authorization Letter Submitted?
(If yes, proceed to Project Information) Yes No

Name: _____
 Address: _____
 Phone # Office: _____ Home: _____ Cell: _____
 Email: _____ Fax: _____

Project Information: Residential _____ Non-Residential _____ If Res/Non-Res proceed to Section A
 Subdivision _____ Other _____ If Subdivision/Other, proceed to Section B

(Ex: SFD, CRU, Subdivision Name) If Residential or Non-Residential Dev

(if Development- Res/Non-Res)

Civic Address : _____

Lot, Block, Plan: _____

(if subdivision)

Legal Description and Area of Land to be Subdivided:

All/part of the _____ sec. _____ twp. _____ range _____ west of _____ meridian

Section A- Development Pre Application

DEVELOPMENT SECTION ONLY (to be completed only if applying for a Development Permit)

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Please specify the zoning use of the development proposed

(e.g., Addition, Accessory Structure, Infill, Direct Control Development, Multi-Family, Commercial, Subdivision, etc.)

Current Zoning:

Required Document(s):

A scaled Real Property Report/Site Plan, showing the following information:

Legal description, municipal address and dimensions of the site	Yes	No
Location of proposed development and dimensions	Yes	No
Proposed distances from the property lines and buildings	Yes	No

Building Details:

Lot/Site Area (sq m.) _____

Area of Development (sq _____

m.):Lot Coverage (%): _____

Building Height (m): _____

Proposed Parking Stalls: _____

Variance requested? Yes No

Type of variance? _____

% of variance requested? _____

IMPORTANT! The site plan must be to scale in metric units with streets and lanes labeled. The plan should include the dimensions and location of:

- Property Line
- Buildings (proposed and existing)
- Access / driveways (proposed and existing)
- Parking (accessible, vehicle and bicycle)
- Fire access routes
- Loading Area
- Garbage collection facilities
- Landscaped area
- Pedestrian connections (sidewalks and trails)
- Outdoor storage and / or display
- Features in the road right of way such as trees, signs, bus stops, fire hydrants, street lights, power poles, etc. (Label distance from features to accesses / driveways)
- * Building elevations or other supporting information may be attached, in addition to the mandatory site plan.

I understand that if my submission, including my site plan, does not meet the requirements this can delay the scheduling of the meeting. This may result in cancellation of the meeting and I will not receive a complete refund.

Section B - Subdivision Pre-Application/ Other

SUBDIVISION SECTION ONLY (to be completed only if applying for a Subdivision or Other)

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EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

Existing Use of Land: _____

Proposed Use of Land: _____

Existing designated use of land as classified under the Land Use Bylaw: _____

Proposed Land Use classification: _____

LOCATION OF LAND TO BE SUBDIVIDED

Is the land situated:

- a. immediately adjacent to a municipal boundary Yes No
- b. within 0.5 miles of the right-of-way of a highway Yes No if yes, Hwy is #: _____
- c. within 0.5 miles of a river, stream, watercourse, lake or other permanent body of water, or a canal or drainage ditch Yes No if yes, provide name: _____
- d. within 1 mile (1.5km) of a sour gas facility if yes, is the sour gas facility active, abandoned or currently being reclaimed? Yes No

PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

Describe the nature of topography of land (flat, rolling, steep, mixed): _____

Describe the nature of vegetation and water on the land (bursh, shrubs, tree stands, etc.): _____

Describe the kind of soil on the land (sandy, loam, clay, etc.): _____

EXISTING BUILDINGS ON THE LAND PROPOSED TO BE SUBDIVIDED

Describe the buildings, historical or otherwise, and any structures on the land and whether they are to be demolished or moved: _____

FURTHER RELEVANT INFORMATION

Number of parcels being created _____

Size of parcels being created _____

Disposition of Reserve:

- Deferral Deferral to balance
- if dedicated, Area of Reserves and designation(s)
- if cash-in-lieu, appraised market value

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Section C - Impact - for both Development and Subdivision Pre-Application.

Ground Water Impact: _____

Site Drainage Impact: _____

Traffic Impact: _____

Roads: _____

Water: _____

Electrical: _____

Gas: _____

Environmental Impact: _____

Other: _____

Section D - Suitability

Surrounding Land Uses
(scroll for options below)

Is the land you want to develop on properly zoned for your type of development? Yes No, if no does the proposal require a change/ Land Use Redesignation?
Yes No



Policy Framework Alignment
(indicate all applicable regulations that relate to the application)

IMPORTANT NOTE:

*** A Preliminary Project Proposal/Review is not an application for a Development / Building Permit. It is intended to familiarize City staff with the rough details of your plan, to ensure efficient service, & for applicants to have their plans reviewed in advance and get answers or clarification prior to submitting a formal application.

*** The pre-application meeting is based on the materials submitted. Revised or alternate plans will not be discussed at the meeting. If you require assistance please email planning@chestermere.ca.

FOR OFFICE USE ONLY

Pre-Application Summary:

Residential Development Permit Application

- a. Infill
- b. Direct Control
- c. Other (Multi-Family, Major, etc)

Additional Information: _____

Non-Residential Development Permit Application

- a. CRU/Commercial
- b. Institutional
- c. Industrial

Type of Non-Residential Establishment and Name of Business: _____

Subdivision Application (Name of Subdivision) _____

Approving Authority: CAO CPC Development Officer Other

Requires Pubic Engagement/Consultation? _____

Staff Additional Comments/Information, if any: _____

(PRINT) Applicant or Owner Date (DD/MM/YYYY) Signature of Applicant or Owner

Received by: _____ Date received: _____

Assigned to: _____ Payment received: \$ _____