



## **Residential Development Application Checklist**

### **The completed Development Permit Application must include:**

- Completed Development Permit Application form (**signed by applicant and registered landowner, or written confirmation identifying the representative signing on landowners behalf is authorized to do so**)
- Applicant's Authorization Form (if applying on behalf of the 'titled' owner/s)
- Site plan showing all Required Information (as attached)
- Drainage Plan (see site plan requirements – required for all applications unless otherwise noted)
- One set of Building Plans including floor plan and elevations – maximum size 11" x 17" (**Plans for additions must include existing and proposed floor plans**)
- Photograph of Manufactured or Moved –On Home Including a Floor Plan (if required)
- C.S.A Certification (For Modular or Manufactured Home – if required)
- Photos of existing structures
- Certificate of Land Title to be obtained from Alberta Registries Office within 30 Days of Date of Application. (Leduc County may pull at a Fee for Service)
- Province of Alberta Subdivision and Development Regulation Form (Dwellings only)
- Business Information Sheet (Home Occupations only)
- A Water Table Report is required < 10 acres
- Abandon Oil/Gas Wells – AER Documentation – Contact 1-855-297-8311 ([www.aer.ca](http://www.aer.ca)) (**required - see site plan requirements**)
- Alberta Transportation Roadside Development Permit Application (If Required)  
<http://www.transportation.alberta.ca/Content/docType329/Production/rdpapp.pdf>
- NAV Canada Land Use Proposal Submission Form (If Required)  
<https://www.navcanada.ca/EN/Pages/search.aspx?k=forms>
- Transport Canada Aeronautical Assessment Form (If Required)  
[http://www.wapps.tc.gc.ca/wwwdocs/Forms/26-0427E\\_1405-04\\_E.pdf](http://www.wapps.tc.gc.ca/wwwdocs/Forms/26-0427E_1405-04_E.pdf)
- Addressing Fee
- Development Permit Fee



**FORM A**  
**Development Permit Application**  
**Land Use Bylaw No. 7-08**  
**Residential**

COUNTY CENTRE  
 Suite 101, 1101 – 5<sup>th</sup> Street  
 Nisku, Alberta T9E 2X3  
 Phone: 780-979-2113 or 1-800-379-9052  
 Fax: 780-955-8866

MO. \_\_\_\_ DAY \_\_\_\_ YEAR \_\_\_\_

PERMIT NO. D16 -

**Legal Description**

1/4	Sec	Twp	Rg	W	No. ac/ha	Roll No.
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Lot	Block	Plan	Subdivision/Hamlet
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Civic Address of Project: \_\_\_\_\_ Rural Addressing Required: Yes No

Applicant _____	
Address _____	
City/Town _____	Postal Code _____

Phone 1	_____
Phone 2	_____
Fax	_____
Email	_____

Registered Landowner _____	
Address _____	
City/Town _____	Postal Code _____

Phone 1	_____
Phone 2	_____
Fax	_____
Email	_____

<b>Land Use District</b>	_____	Permitted or Discretionary
<b>Existing Buildings and Land Use:</b>	_____	
<b>Proposed Development:</b>	_____	
<b>FOR OFFICE USE ONLY</b>	_____	

Dwelling Type	□ ft <sup>2</sup> □ m <sup>2</sup>		Addition	□ ft <sup>2</sup> □ m <sup>2</sup>		Accessory Building	□ ft <sup>2</sup> □ m <sup>2</sup>		Site Alteration
	Area	Height		Area	Height		Area	Height	
<input type="checkbox"/> Manufactured Home			<input type="checkbox"/> Addition			<input type="checkbox"/> Detached Garage			<input type="checkbox"/> Lot Grading/Infill <input type="checkbox"/> Excavation <input type="checkbox"/> Stockpiling <input type="checkbox"/> Landscaping
<input type="checkbox"/> Modular Home			<input type="checkbox"/> Deck(s)			<input type="checkbox"/> Shop			<input type="checkbox"/> Signs
<input type="checkbox"/> Relocated Home			<input type="checkbox"/> Other (specify)			<input type="checkbox"/> Other (specify)			<b>Home Occupation</b> <input type="checkbox"/> Type 2 3 4
<input type="checkbox"/> Constructed on Site									

The personal information contained on this form is collected pursuant to Section 32c of the *Freedom of Information and Protection of Privacy Act, Part 17 of the Municipal Government Act*, and will be used for the purpose of application review and analysis and may include notification to various County or Provincial Departments or agencies; and adjacent landowners and/or municipalities in which the application and/or related correspondence is copied and circulated. The application process can be viewed on our website at [www.leduc-county.com](http://www.leduc-county.com). If you have any questions about this collection, please contact the Planning and Development Department, Leduc County at (780) 979-2113.

I/ we hereby make application for a development permit under the provisions of the Land Use Bylaw in accordance with the plans and supporting information submitted herewith and which form part of this application.

Signature of Applicant: \_\_\_\_\_  
 Signature of Applicant

Printed Name of Applicant

Signature of Owner: \_\_\_\_\_  
 Signature of Registered Landowner

Printed Name of Registered Landowner



County Centre  
Suite 101-1101-5 Street, Nisku, Alberta T9E 2X3  
Telephone: (780) 955-3555 · Fax: (780) 955-8866

## Applicant's Authorization

I (we) \_\_\_\_\_, being the registered owner(s) of  
(name of registered owners)

\_\_\_\_\_  
(Legal Description of Property)

do hereby authorize \_\_\_\_\_  
(individual person making application)

to make application for development affecting the above mentioned property.

\_\_\_\_\_  
Registered Owner(s) Name(s)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature(s)



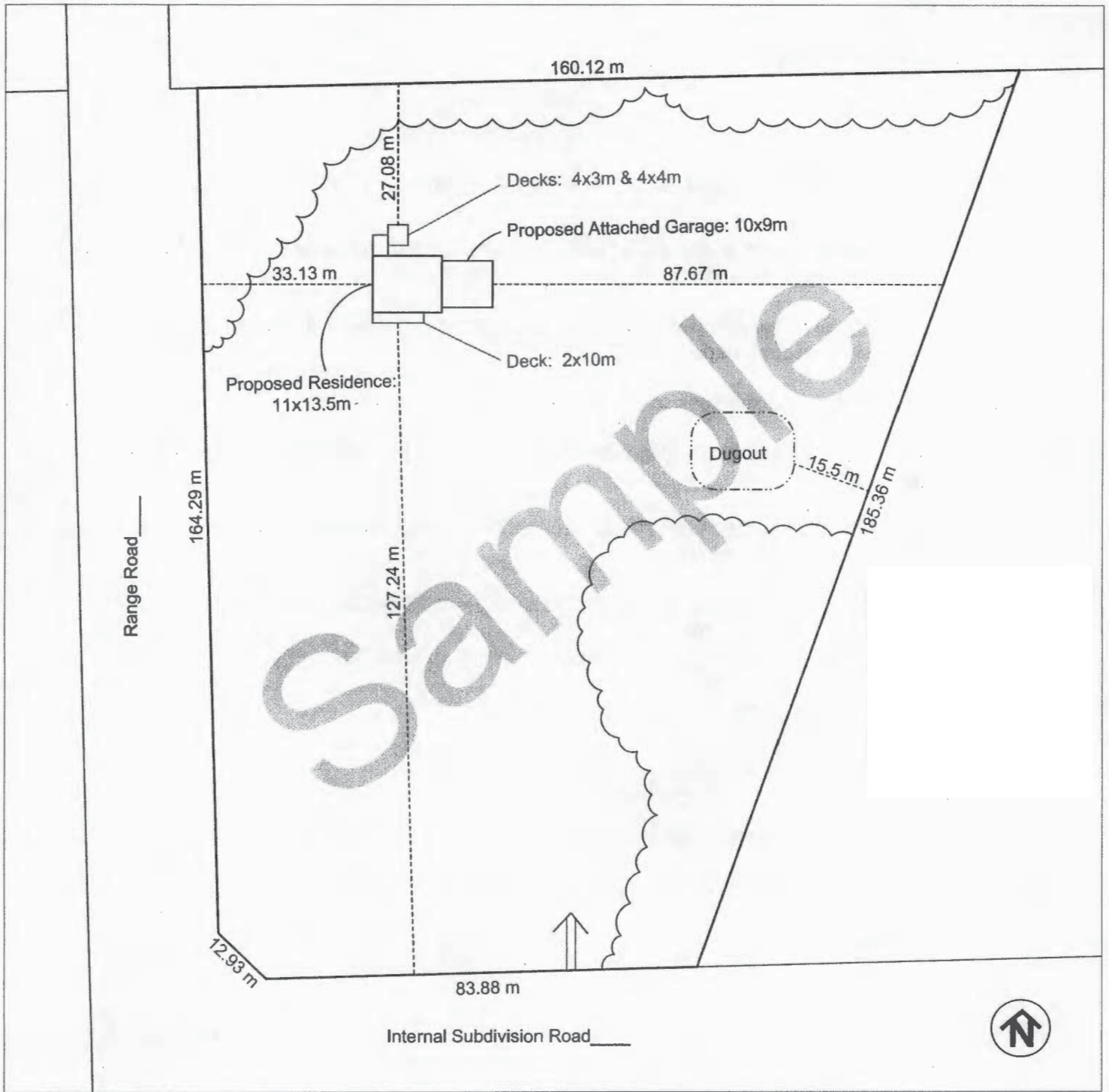
## Leduc County Site Plan and Drainage Plan Requirements

### Site Plans:

$\sqrt{\text{ or X (n/a)}}$	<b>A SITE PLAN MUST SHOW THE FOLLOWING:</b>
	North Arrow
	Lot dimensions
	Location, identification and dimensions of all existing and proposed developments including but not limited to infill, excavations, landscaping features, buildings, additions, outdoor storage and decks.
	Development setbacks from all property lines
	Location of roadways
	Location of existing and proposed approaches
	Location of existing and proposed rights of way, easements, pipelines, well sites and utility lines
	Location of water courses and water bodies including wetlands
	Location of vegetation including tree stands
	Dimensions of vegetation to be removed
	Development setbacks from the top of bank and lakeshores
	Location of proposed parking and loading as per Section 6.9 of the Land Use Bylaw
	Location of proposed landscaping as per Section 6.6 of the Land Use Bylaw
	Location of screening and fencing
	Location of existing and proposed signs

### Drainage Plans:

$\sqrt{\text{ or X (n/a)}}$	<b>A DRAINAGE PLAN MUST SHOW THE FOLLOWING:</b>
	Drainage in and around the proposed development
	General lot drainage
	Multi Lot Subdivisions & Non Residential Uses – drainage plans must be produced by a qualified person (Engineer or Legal Land Surveyor)



**LEGEND**

- Access/Approach
- Slough/Low Land
- Drainage Course/Creek
- Treed Area
- Building

**SITE PLAN**

Development Permit Application

File Number: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Lot, Block, Plan: \_\_\_\_\_

Applicant: \_\_\_\_\_



Leduc County  
Planning & Development  
Safety Codes  
101, 1101-5 Street  
Nisku, AB T9E 2X3

Phone: 780-955-3555  
Fax: 780-955-8866

## MANUFACTURED HOMES

Mobile homes, modular homes or RTM (Ready to Move) homes

### GENERAL INFORMATION REQUIRED FOR BUILDING PERMIT APPLICATION

#### TO BE COMPLETED FULLY, AND ATTACHED TO THE BUILDING PERMIT APPLICATION

1. CSA LABEL NUMBER \_\_\_\_\_
2. ALBERTA MUNICIPAL AFFAIRS LABEL NUMBER \_\_\_\_\_
3. ALBERTA LABOUR LABEL NUMBER (Older homes) \_\_\_\_\_
4. MANUFACTURER \_\_\_\_\_
5. YEAR OF MANUFACTURE \_\_\_\_\_
6. SERIAL NUMBER \_\_\_\_\_
7. HAS THE MANUFACTURER SUPPLIED BLOCKING INSTRUCTIONS?  
YES \_\_\_\_\_ NO \_\_\_\_\_

Name of owner/occupant: \_\_\_\_\_

**PROVINCE OF ALBERTA  
SUBDIVISION AND DEVELOPMENT REGULATION  
ADDITIONAL INFORMATION REQUIRED FOR DEVELOPMENT PERMIT APPLICATIONS**

In order to expedite the review process, please answer the following questions with your application:  
 Questions: (Please attach site plans to show each or all of the information)

Check all spaces V (yes) X (no) ? (not sure)	Questions to be answered by all applicants:	For Office Use only: (Actions required)	For Office Use only: (Results)
_____	Is any proposed permanent additional overnight accommodation or public facilities within 100m of an oil or gas well head? S. 10(1)(2)		
_____	Is any proposed permanent additional overnight accommodation or public facilities within 1.5 km of a sour gas facility (including any well, battery, pipeline and plant)? S. 9(1)		
_____	Is any proposed residential, food establishment, school or hospital building within 300 m of the working area of a sewage treatment plant? S. 12(3)		
_____	Is any proposed residential, food establishment, school and hospital building site within 450 m of the working area of an operating or non-operating hazardous waste management facility or an operating sanitary landfill, modified sanitary landfill or dry waste site; or 300 m of the disposal area of an operating or non-operating sanitary landfill, modified sanitary landfill, dry waste site or an operating waste processing site, waste storage site, waste sorting station or waste transfer station. S. 13(3)		

In compliance with the Alberta Municipal Government Act and the Subdivision and Development Regulation, the above answers/information are provided as being accurate.

I (We) understand that the County, Province and/or other review Agencies may require additional information from me (us) in their review of this application.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature(s) of Applicant(s)



## BUSINESS INFORMATION SHEET FOR HOME OCCUPATIONS

**Disclaimer:** if the home occupation is misrepresented or if facts which should have been disclosed at the time the application were not disclosed an approved development permit may be subject to further consideration or compliance action.

DATE \_\_\_\_\_ ROLL# \_\_\_\_\_

LEGAL DESCRIPTION \_\_\_\_\_ DISTRICT \_\_\_\_\_

HOME OCCUPATION:      TYPE 2      TYPE 3      TYPE 4

NAME OF BUSINESS \_\_\_\_\_

IS THE BUSINESS LOCATED AT THE OWNERS RESIDENCE: YES      NO

Please provide a detailed description of the business you will be operating and the activities associated with the operation (use separate sheet if you need extra space):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DAYS AND TIME OF OPERATION: TOTAL HOURS PER 1 WEEK \_\_\_\_\_

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start							
End							
TOTAL							

**SIGNAGE:**      FREESTANDING      FASCIA      NONE

SIZE (L x W): \_\_\_\_\_      SIZE (Area): \_\_\_\_\_

**EMPLOYEES:**

TOTAL # OF EMPLOYEES (INCLUDING OWNER):      1 2 3 4 5 \_\_\_\_\_

HOW MANY EMPLOYEES ARE RESIDENTS OF THE PROPERTY:      1 2 3 4 5 \_\_\_\_\_

**VEHICLES:**

TOTAL # OF VEHICLES:      1 2 3 4 5 6 7 8 9 10 \_\_\_\_\_

EMPLOYEE VEHICLES:      1 2 3 4 5 \_\_\_\_\_

COMPANY VEHICLES:      1 2 3 4 5 \_\_\_\_\_



TYPE OF VEHICLES	1 TON OR LESS	1-4 TON	5 TON OR LARGER (including dump trucks and tractor trailers)	CARS
# OF VEHICLES				
# TO BE STORED OUTSIDE				

**TRAFFIC**

# OF VEHICLE TRIPS IN AND OUT OF THE PROPERTY

1 TON OR LESS: \_\_\_\_\_ PER DAY \_\_\_\_\_ PER WEEK  
 1-4 TON: \_\_\_\_\_ PER DAY \_\_\_\_\_ PER WEEK  
 5 TON +: \_\_\_\_\_ PER DAY \_\_\_\_\_ PER WEEK  
 TOTAL: \_\_\_\_\_ PER DAY \_\_\_\_\_ PER WEEK

**OUTDOOR STORAGE**

WILL EQUIPMENT BE STORED OUTSIDE: YES NO

IF YES, WHAT IS THE HEIGHT AND DIMENSION OF THE STORAGE SPACE?  
 (L x W x H): \_\_\_\_\_ TOTAL AREA \_\_\_\_\_ ft<sup>2</sup> \_\_\_\_\_ m<sup>2</sup>

LOCATION OF STORAGE: FRONT YARD REAR YARD SIDE YARD

TYPE OF MATERIAL:

WOOD METAL PLASTICS AGGRAGATE ORGANIC MATTER  
 OTHER \_\_\_\_\_

WILL THE MATERIAL BE SCREENED? YES NO

WILL HAZARDOUS MATERIALS BE USED? YES NO UNSURE

**BUILDINGS:**

Please describe the rooms and /or buildings to be used to operate the business

BUILDING	% USED FOR THE BUSINESS