



DEVELOPMENT PERMIT APPLICATION CHECKLIST CHANGE OF USE TO COMMERCIAL / RESIDENTIAL

The change of use for a commercial / residential development application requirement list outlines all the information necessary to evaluate and provide a timely decision on your application. This application is to be used where a new use is proposed for an existing building without proposed changes to the exterior of the building.

Refer to the Taza Development Guidelines and Infrastructure Design Standards and Specifications for the applicable guidelines and standards.

Only applications that are complete will be accepted. Applications and supporting documentation that are submitted must be clear, legible and precise. Plans must be to a professional drafting standard and be clear of any previous approval stamps and notations.

Submission Requirements:

- Cover letter indicating the project scope and description. For re-submissions the letter must address each item from the previous review and specify any additional changes.
- Development Permit Number (to be provided by the TDA).
- Application Fee (refer to current version of the TDA Fee Schedule)
- Current copies of any Restrictive Covenants, Utility Rights-of-Way, Easements, Drainage Agreements or Caveats registered on the Title(s).
- Application Form (the form is to be completed in full and signed by the owner / developer of the land and / or the person authorized to act on their behalf)
- Color Photographs (minimum of 4 different views, label and identify each photograph)
- Detailed project design statement for the development (showing how the project aligns with the approved site context and cultural elements)
- Cultural Request Form (*if required*)
- Letter of Authorization from the owner / developer or their agent (*if required*)
- ISC / Health Canada Approval(s) (*if required*)
- Other technical reports and support information that may be required (Additional reports or studies may be required to support the development permit application based on the pre-application meeting)
 - Access Management Plan – Construction Access
 - Archaeological Sites
 - Biophysical Impact Assessment (BIA)
 - Chemical Management Plan
 - Construction Management Plan
 - Cost Feasibility and Sustainability Analysis (Water, Wastewater, Stormwater)

- Environment Impact Assessment
- Environmental Site Assessment
- Erosion & Sedimentation Control Plan
- Geotechnical Reports
- Groundwater Supply Evaluation
- Historical Studies
- Master Drainage Plan / Updates
- Natural Environment Park Restoration Plan
- Paleontological Sites
- Sanitary Servicing Studies
- Stormwater Management Report
- Traffic Accommodation Strategy (TAS) Plan
- Traffic Impact Assessment
- Tree Protection Plan
- Water Servicing Studies
- Other reports and agreements that the TDA deems necessary

General Drafting Requirements:

- Contain a title block with information such as:**
 - Address and legal description project
 - Uses and project name
 - Name of consultant
 - Applicant name and contact information

- Paper size:**
 - All plans submitted must be on the same sized paper and be clear and legible maximum size of drawing not to exceed A1 610mmx914mm

NOTE: All development permit applications must be submitted without personal information on any plans. Omitting this information will protect builders and tenants by reducing the risk of any personal information being wrongfully displayed. Failure to follow this requirement may result in an incomplete application. If you consider the information to be personal, do not put it on the plans.

COMPLETED BY APPLICANT	OFFICE USE ONLY
	<i>Required Items – Elevation Drawings</i>
	Signage:
<input type="checkbox"/>	<input type="checkbox"/> Label materials, lettering details, copy and colours
<input type="checkbox"/>	<input type="checkbox"/> Dimension sign and signable area

<input type="checkbox"/>	<input type="checkbox"/>	Dimension distance from grade to bottom of sign
<input type="checkbox"/>	<input type="checkbox"/>	Label means of supporting sign (i.e., structures, guy wires, brackets, bracing)
<input type="checkbox"/>	<input type="checkbox"/>	Label physical form of sign (i.e., cabinet, box, individual letters)
<input type="checkbox"/>	<input type="checkbox"/>	Provide details on external lighting, label if internally illuminated

COMPLETED BY APPLICANT	OFFICE USE ONLY	<i>Required Items – Floor Plans</i>
Areas for the consumption of food/ beverages:		
<input type="checkbox"/>	<input type="checkbox"/>	Plot and label public areas where food will be consumed or served
<input type="checkbox"/>	<input type="checkbox"/>	Include a seating plan that clearly indicates the area to which the public will have access
<input type="checkbox"/>	<input type="checkbox"/>	Plot and label areas where entertainment is provided to patrons, in the form of a dance floor, live music stage, live performances, or recorded music
<input type="checkbox"/>	<input type="checkbox"/>	Plot and label areas for food preparation
<input type="checkbox"/>	<input type="checkbox"/>	Letter of intent stating the provincial license regulations (i.e., will minors be allowed, will the establishment have a liquor license)
Use of building:		
<input type="checkbox"/>	<input type="checkbox"/>	Describe the purposes of spaces
<input type="checkbox"/>	<input type="checkbox"/>	Indicate use areas (tenant areas)

NOTE: This application does not relieve the applicant from full compliance with the requirements of any federal, provincial or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.

Applicant's Signature: _____ **Date:** _____

(Confirming that all required information has been provided and is correct)

Checked for Completion by:	Date:
<hr/> Tsuut'ina Development Authority	