



Development Permit (Site Servicing Plan) Checklist

This Development Permit (DP) application requirement list outlines all the information necessary to evaluate and provide a timely decision on your application, where it pertains to site civil works and site servicing.

Refer to the Taza Development Guidelines and the 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).
- Storm Water Management Report (if required, refer to the Stormwater Management Report Checklist).
- Geotechnical report, including pavement structure design
- One (1) copy of all public/private easements, utility/access right of ways, and drainage agreements, where applicable.
- Application Fee (Refer to current version of the TDA Fee Schedule)
- Other relevant studies as identified in the pre-application meeting (i.e. Traffic Impact Assessment or memo, Erosion and Sediment Control, Environmental Site Assessment, etc.)

Plan Requirements:

- Contain a title block with information such as:**
 - Applicant and consultant(s) names
 - TDA Development Permit (DP) Application Number (if available)
 - Village name including staging and/or phasing, if applicable
 - Address and Legal Description (i.e. section number, plan, block, lot)
 - Drawing number/name
 - Drawing Scale
 - Revision Table
 - An allocated space for the name of the Consultant, professional stamp (P.Eng., P.L.(Eng.), P.Tech.) and Permit to Practice stamp.
 - Legend
 - Total site area in hectares
 - Additional Notes as required
- Paper size:**

all plans submitted must be on the same sized paper and be clear and legible.
maximum size of drawing A1 594mmx841mm.

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.

The Tsuut'ina Development Authority may require additional supporting documentation considered necessary to properly evaluate the proposed development.

Completed by applicant	Office use only	REQUIRED ITEMS
		Drafting Requirements:
<input type="checkbox"/>	<input type="checkbox"/>	Plans to be in metric scale, minimum 1:100, all elevations in metric are NAD 83 Geodetic Datum Ground Coordinates
<input type="checkbox"/>	<input type="checkbox"/>	North arrow, pointing to top or left of page
<input type="checkbox"/>	<input type="checkbox"/>	Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)
<input type="checkbox"/>	<input type="checkbox"/>	Size of parcel (ha)
<input type="checkbox"/>	<input type="checkbox"/>	Label all elements of plan as existing or proposed (proposed to be used for in circulation elements)
		Legal Information:
<input type="checkbox"/>	<input type="checkbox"/>	Plot and dimension property lines
<input type="checkbox"/>	<input type="checkbox"/>	Specify elevations at back of sidewalk – at property line corners and VPIs
<input type="checkbox"/>	<input type="checkbox"/>	Specify lane grade design elevations – at property line corners and VPIs
<input type="checkbox"/>	<input type="checkbox"/>	Provide tentative legal plan where applicable (consolidation, subdivision, or strata)
		Adjacent to Parcel:
<input type="checkbox"/>	<input type="checkbox"/>	City streets, label street names
<input type="checkbox"/>	<input type="checkbox"/>	Sidewalks, City and public paths (Regional Pathway System)
<input type="checkbox"/>	<input type="checkbox"/>	Curb cuts, medians and breaks in medians
<input type="checkbox"/>	<input type="checkbox"/>	Road widening setbacks and corner cuts, dimensioned and labelled
		Easements, Utility Rights-of-Way, etc.:
<input type="checkbox"/>	<input type="checkbox"/>	Dimension (width and location)
<input type="checkbox"/>	<input type="checkbox"/>	Label type of easement and registration number
		Site Details:
<input type="checkbox"/>	<input type="checkbox"/>	Architectural floor plan showing water meter room location (indicated by M)
<input type="checkbox"/>	<input type="checkbox"/>	Outline of all detached buildings and structures (sheds, garages)
<input type="checkbox"/>	<input type="checkbox"/>	Total residential unit count
<input type="checkbox"/>	<input type="checkbox"/>	Label main floor elevations
<input type="checkbox"/>	<input type="checkbox"/>	Label principal entrance to building
<input type="checkbox"/>	<input type="checkbox"/>	Specify surface materials (proposed and existing to remain)
<input type="checkbox"/>	<input type="checkbox"/>	Show proposed and existing retaining walls and fences
<input type="checkbox"/>	<input type="checkbox"/>	Show landscaping, berms, swales including slopes and other physical features which could affect utility servicing both on the site and adjoining boulevards
<input type="checkbox"/>	<input type="checkbox"/>	Label and dimension curb cuts to be removed and rehabilitated
		Water, storm and sanitary sewer (on and adjoining the parcel):
<input type="checkbox"/>	<input type="checkbox"/>	Locations and full dimensions for mains, services, manholes, hydrants and valves to property lines, buildings, and other utilities (existing and proposed)
<input type="checkbox"/>	<input type="checkbox"/>	Indicate pipe size, type, class material, length, slope, and bedding material
<input type="checkbox"/>	<input type="checkbox"/>	Location of all manholes and catch basins complete with pipe inverts and rim elevations

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<input type="checkbox"/>	<input type="checkbox"/>	Proposed sanitary/storm inverts at property lines and buildings
<input type="checkbox"/>	<input type="checkbox"/>	Pipe support details where applicable: required where foundation wall less than 4 metres from property line
<input type="checkbox"/>	<input type="checkbox"/>	Locations of sanitary test manholes with details of easement if located on private property, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	Pipe capacity for large developments
Shallow utilities (existing and proposed on and adjoining the parcel):		
<input type="checkbox"/>	<input type="checkbox"/>	Gas (structures, fixtures, crossing signs)
<input type="checkbox"/>	<input type="checkbox"/>	Electrical (poles, fixtures, guy wires/pole anchors, transformer boxes, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Cable, telephone (poles, fixtures, guy wires/pole anchors, pedestal boxes, etc.)
Surface drainage:		
<input type="checkbox"/>	<input type="checkbox"/>	Plot existing and proposed surface grades along property lines and on site
<input type="checkbox"/>	<input type="checkbox"/>	Grade changes & ramps within all driveways and parking areas
<input type="checkbox"/>	<input type="checkbox"/>	Drainage pattern indicated by boundary lines and arrows
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater release rate is being controlled to the rate provided with the Development Permit submission
<input type="checkbox"/>	<input type="checkbox"/>	Surface drainage contained on site which spills to a public roadway (spill elevation and location provided)
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater features such as storm ponds, trap lows, ICDs, oil/grit separators, BMPs, or Low Impact Development Practices.
<input type="checkbox"/>	<input type="checkbox"/>	ICD's and HYDROVEX details (include all HYDROVEX details with application)
Floodway, Flood Fringe and Overflow:		
<input type="checkbox"/>	<input type="checkbox"/>	Floodway/flood fringe/overland flow lines on the plans complete with all step elevations and labels
<input type="checkbox"/>	<input type="checkbox"/>	Dimension distance to buildings and structures
<input type="checkbox"/>	<input type="checkbox"/>	Identify and provide justification for items that do not comply with Tsut'ina approved policies, laws, or technical guidelines. Attach a separate sheet, if necessary.

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)

office use only

Checked for Completion by: _____ **Date:** _____

Tsuut'ina Development Authority