



## **DEVELOPMENT PERMIT APPLICATION CHECKLIST NEW OR ADDITION TO COMMERCIAL / RESIDENTIAL BUILDING**

This application is to be used for 1) a new commercial / residential development permit application or 2) an addition or amendment to an existing commercial / residential development. This requirement list outlines all the information necessary to evaluate and provide a timely decision on your application.

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).
- 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 including legal plans (*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

*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**    **REQUIRED ITEMS – SITE PLANS**

		<b>Drafting Requirements:</b>
<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"/>	All plans submitted must be on the same sized paper and be clear and legible maximum size of drawing not to exceed A1 610mmx914mm.
<input type="checkbox"/>	<input type="checkbox"/>	North arrow, pointing to top or left of page
<input type="checkbox"/>	<input type="checkbox"/>	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)
<input type="checkbox"/>	<input type="checkbox"/>	Name of consultant(s)
<input type="checkbox"/>	<input type="checkbox"/>	Name of applicant and contact information
<input type="checkbox"/>	<input type="checkbox"/>	Project name / use
		<b>Legal Information:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Plot and dimension lease lines
<input type="checkbox"/>	<input type="checkbox"/>	Provide lease plan where applicable
		<b>Adjacent to Parcel:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Streets, label street names
<input type="checkbox"/>	<input type="checkbox"/>	Sidewalks and public paths
<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
		<b>Easements, Utility Rights-of-Way, etc.:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Dimension (width and location)
<input type="checkbox"/>	<input type="checkbox"/>	Label type of easement and registration number
		<b>Proposed and Existing Utilities on and adjoining the parcel:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Water, storm, and sanitary sewer
<input type="checkbox"/>	<input type="checkbox"/>	Gas, electrical, cable, and telephone
		<b>Geodetic point datum/ contours:</b>
<input type="checkbox"/>	<input type="checkbox"/>	At the corners of a parcel
<input type="checkbox"/>	<input type="checkbox"/>	At the back of sidewalk or curb
<input type="checkbox"/>	<input type="checkbox"/>	At primary corners of the building
<input type="checkbox"/>	<input type="checkbox"/>	Main floor and roof peak of building
<input type="checkbox"/>	<input type="checkbox"/>	Proposed geodetic contours at 0.5 m intervals, including berming for the site
<input type="checkbox"/>	<input type="checkbox"/>	Label existing and proposed geodetic datum points
		<b>Outline and dimension buildings:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Label projections and structures
<input type="checkbox"/>	<input type="checkbox"/>	Detached buildings and structures
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical equipment and screening proposed
<input type="checkbox"/>	<input type="checkbox"/>	Use area within the building (i.e., tenant locations)
<input type="checkbox"/>	<input type="checkbox"/>	Label uses to be located in each use area
<input type="checkbox"/>	<input type="checkbox"/>	Label existing and proposed buildings (or portions of buildings with gross floor area)
<input type="checkbox"/>	<input type="checkbox"/>	Location of all openings (i.e., windows, doors, overhead doors)

**Setbacks:**

- Dimension front, side, and rear building setbacks from property lines
- Draw, label, and dimension required setback areas (as prescribed in Taza Development Zoning Law)

**Garbage and recycling collection:**

- Plot location
- Dimensions of enclosures or buildings
- Type of container
- Method of screening

**Parking areas, drive aisles, circulation roads, sidewalks and pathways:**

- Include curbs and sidewalks, cross walks and pathways (provide detail if raised)
- Label all surface materials used (both vehicular and pedestrian)
- Dimension widths of all aisles and roads
- Provide details of vehicle circulation (i.e., direction of travel and signage)
- Provide details on hydrant placement, turning radius, and driveway widths for Fire Department access

**Motor vehicle parking stalls:**

- Provide calculations for motor vehicle parking stall requirement provided within the Taza Development Zoning Law
- Label as commercial vehicles, visitor, or employees
- Dimension width and depth
- Provide barrier-free stalls (detail width and depth)

**Loading stalls:**

- Dimension width and depth
- Dimension overhead clearance
- Label surface material of loading areas
- Large vehicle turning diagrams for access to drive aisle, garbage collection and loading areas

**Approaches:**

- Label proposed or existing
- Dimension width of driveway at throat and flare (adjacent to street)
- Dimension distance to adjacent approaches

**Fences and retaining walls:**

- Label height (include height of retaining walls)
- Cross reference to an elevation (for each type of fence/wall and label all materials)
- Provide proposed geodetic datum points at top and bottom of wall
- For retaining walls 1.2 m or higher, provide structural design drawings, including a cross-section

**Lighting:**

- Plot locations of building light fixtures and free-standing light standards
- Plot maximum wattage of fixtures
- Provide detail of light fixtures, including method of shielding (drawing or specification)

		<b>Signage:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Outline and label the location of all proposed canopy, freestanding, for fascia signage
<input type="checkbox"/>	<input type="checkbox"/>	Label the source of illumination (e.g., backlit)
<input type="checkbox"/>	<input type="checkbox"/>	Plot location of all existing signage on the parcel (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Dimension distance from property lines to signage
		<b>Phasing for multi-building developments:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Outline areas encompassed by each phase
<input type="checkbox"/>	<input type="checkbox"/>	Label the sequencing of phasing

COMPLETED BY APPLICANT	OFFICE USE ONLY	REQUIRED ITEMS – LANDSCAPE PLANS
		<b>Outline and dimension buildings:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Label projections and structures
<input type="checkbox"/>	<input type="checkbox"/>	Detached buildings and structures
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical equipment and screening proposed
<input type="checkbox"/>	<input type="checkbox"/>	Label existing and proposed buildings (or portions of buildings with gross floor area)
		<b>Setbacks:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Dimension front, side, and rear building setbacks from property lines
<input type="checkbox"/>	<input type="checkbox"/>	Draw, label, and dimension required setback areas (as prescribed in Taza Development Zoning Law)
		<b>Plot and label:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Fencing, Retaining walls, and sidewalks (dimension width)
		<b>Trees and shrubs:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Plot location of trees by symbol (each symbol should be unique to size and type of tree)
<input type="checkbox"/>	<input type="checkbox"/>	Plot shrubbed areas
<input type="checkbox"/>	<input type="checkbox"/>	Label number of shrub in each shrubbed area (only include shrubs that are greater than 0.6 m in height or spread)
<input type="checkbox"/>	<input type="checkbox"/>	Indicate trees and shrubs to be added, removed, and retained)
<input type="checkbox"/>	<input type="checkbox"/>	Show final calculation of all trees and shrubs including ratios (coniferous to deciduous) and any substitutions
		<b>Landscape legend:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Label by symbol (each symbol should be unique to the size and type of tree/ shrub)
<input type="checkbox"/>	<input type="checkbox"/>	Provide caliper of deciduous trees
<input type="checkbox"/>	<input type="checkbox"/>	Provide height of coniferous trees
<input type="checkbox"/>	<input type="checkbox"/>	Provide height of shrubs (greater than 0.6 m)
<input type="checkbox"/>	<input type="checkbox"/>	Provide total of each type of tree and shrub (by height and size)
		<b>Landscaped area:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Surface treatment of all soft surfaced landscaped areas (i.e., grass, plant cover)
<input type="checkbox"/>	<input type="checkbox"/>	Surface treatment of all hard surfaced landscaped areas (i.e., decorative pavers, brick, stamped concrete)
<input type="checkbox"/>	<input type="checkbox"/>	Label new landscaped areas and areas to be retained
		<b>Irrigation:</b>

<input type="checkbox"/>	<input type="checkbox"/>	Method of irrigation (watering)
<input type="checkbox"/>	<input type="checkbox"/>	Label all soft surface landscaping to be irrigated or plot specific areas

**COMPLETED BY APPLICANT**      **OFFICE USE ONLY**      **REQUIRED ITEMS – ELEVATION DRAWINGS**

		<b>Include elevations for:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Buildings
<input type="checkbox"/>	<input type="checkbox"/>	Fences
<input type="checkbox"/>	<input type="checkbox"/>	Retaining walls (over 1.2 m in height)
<input type="checkbox"/>	<input type="checkbox"/>	Screening (i.e., mechanical equipment)
<input type="checkbox"/>	<input type="checkbox"/>	Additional walls or structures (i.e., exhaust fan shed)
<input type="checkbox"/>	<input type="checkbox"/>	Cross reference with other plans, where applicable
		<b>Include on elevations:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Doors, windows, overhead doors
<input type="checkbox"/>	<input type="checkbox"/>	Projections and decorative elements
<input type="checkbox"/>	<input type="checkbox"/>	Screening (i.e., service meters, privacy screens)
<input type="checkbox"/>	<input type="checkbox"/>	Dimension all doors, windows, and overhead doors
		<b>Label finishing materials:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Exterior materials (i.e., brick, stucco, vinyl siding)
<input type="checkbox"/>	<input type="checkbox"/>	Roof materials (i.e., asphalt, cedar shakes, concrete tile)
<input type="checkbox"/>	<input type="checkbox"/>	Colours of all major exterior materials
		<b>Lighting:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Plot location of light fixtures
<input type="checkbox"/>	<input type="checkbox"/>	Dimension height of fixtures from grade to bottom of fixture
		<b>Grade:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Plot existing and proposed grade
		<b>Building height (indicate on all elevations):</b>
<input type="checkbox"/>	<input type="checkbox"/>	Plot line for main floor
<input type="checkbox"/>	<input type="checkbox"/>	Plot line for roof when concealed by parapet
<input type="checkbox"/>	<input type="checkbox"/>	Dimension height of building from existing and proposed grade
<input type="checkbox"/>	<input type="checkbox"/>	Dimension height of main floor from existing and proposed grade
<input type="checkbox"/>	<input type="checkbox"/>	Dimension height of structures (i.e., fences, retaining walls) from existing and proposed grade
		<b>Signage:</b>
<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	<b>REQUIRED ITEMS – FLOOR PLANS</b>
<b>OUTLINE AND DIMENSION WALLS:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Interior and exterior dimensions (dimension to centre line of common walls)
<input type="checkbox"/>	<input type="checkbox"/>	Plot location of interior and exterior openings (i.e., windows, doors, overhead doors)
<input type="checkbox"/>	<input type="checkbox"/>	Label uses to be located in each area
<input type="checkbox"/>	<input type="checkbox"/>	Identify the purpose of spaces
<input type="checkbox"/>	<input type="checkbox"/>	Label existing and proposed rooms and portions of the building

COMPLETED BY APPLICANT	OFFICE USE ONLY	<b>REQUIRED ITEMS – SITE STUDIES</b>
<b>SNOW MANAGEMENT PLAN:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Outline areas of site where snow is to be stored temporarily
<input type="checkbox"/>	<input type="checkbox"/>	Outline methods of removal of snow from the development site
<b>SUN/SHADOW STUDY:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Required for the following development sites:
<input type="checkbox"/>	<input type="checkbox"/>	F.A.R. is greater than 1.0
<input type="checkbox"/>	<input type="checkbox"/>	Structures greater than 4 storeys
<input type="checkbox"/>	<input type="checkbox"/>	Structures within or adjacent to a SP-PK Zone
<input type="checkbox"/>	<input type="checkbox"/>	Drawings indicating shadow conditions for March 21 and September 21 at the following hours: 10:00 AM 12:00 PM 2:00 PM 4:00 PM 6:00 PM

**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)**

<i>office use only</i>	
<b>Checked for Completion by:</b>	<b>Date:</b>
_____ <b>Tsuut'ina Development Authority</b>	