



**TSUUT'INA DEVELOPMENT AUTHORITY**

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## **TDA DEVELOPMENT PERMIT AND PUBLIC INFRASTRUCTURE CHECKLISTS AND APPLICATIONS**

### **1. DEVELOPMENT PERMIT CHECKLIST V2.1**

#### **1. PUBLIC INFRASTRUCTURE PERMIT APPLICATION FORM V2.1**

#### **2. PUBLIC INFRASTRUCTURE CHECKLIST V2.1**

#### **3. DEVELOPMENT PERMIT APPLICATION FORM V2.1**

#### **3i. PUBLIC INFRASTRUCTURE CHECKLIST CCC**

#### **4i. PUBLIC INFRASTRUCTURE CHECKLIST FAC**





## DEVELOPMENT PERMIT APPLICATION CHECKLIST

This application is to be used for:

- 1) New commercial / residential development permit application
- 2) Addition or amendment to an existing commercial / residential development
- 3) New or change in use to an existing building without proposed changes to the exterior of the building.

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:

- Signed 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. Comment responses can be provided directly in the Team Review Comment (TRC) document provided by the TDA.
- Application Form (the form is to be completed in full and signed by the applicant / developer of the land and / or the person authorized to act on their behalf)
- Detailed project design statement for the development (showing how the project aligns with the approved site context and cultural elements)
- Current copies of any Restrictive Covenants, Utility Rights-of-Way, Easements, Drainage Agreements or Caveats registered on the Title(s).
- Color Photographs (minimum of 4 different views, label and identify each photograph)
- Site DP Drawings, including building elevations
- A complete set of authenticated digital engineering and landscape drawings
- Letter of Authorization from the developer or their agent including legal plans (*if required*)
- Confirmation of Indigenous Services Canada (ISC) Environmental Review Submission
- Tentative or Registered Legal Plans of Survey, as required
- Tentative or Registered Utility Right-of-Way Plan(s), as required
- Other technical reports and supporting information may be required and will be confirmed at the pre-application meeting. Most Development Permit applications will require the following:
  - Erosion & Sedimentation Control Plan and/or Report (*see Section 3.3.7.2 of the current version of the TDA Infrastructure Design Standards and Specifications for requirements*)
  - Stormwater Management Report or Calculations (*see Section 3.3.5.2 of the current version of the TDA Infrastructure Design Standards and Specifications for requirements*)
  - Traffic Impact Assessment

- Geotechnical Reports (including pavement structure design)
- Other reports and agreements that the TDA deems necessary (see Section 3.2.4 of the current version of the TDA Infrastructure Design Standards and Specifications for a full list of studies).

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.

**General Drafting 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, as required.
  - 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 not to exceed A1 610mmx914mm

**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)
<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>GARBAGE AND RECYCLING COLLECTION</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Plot location
<input type="checkbox"/>	<input type="checkbox"/>	Dimensions of enclosures or buildings
<input type="checkbox"/>	<input type="checkbox"/>	Type of container
<input type="checkbox"/>	<input type="checkbox"/>	Method of screening
<b>PARKING AREAS, DRIVE AISLES, CIRCULATION ROADS, SIDEWALKS AND PATHWAYS</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Include curbs and sidewalks, cross walks and pathways (provide detail if raised)
<input type="checkbox"/>	<input type="checkbox"/>	Label all surface materials used (both vehicular and pedestrian)
<input type="checkbox"/>	<input type="checkbox"/>	Dimension widths of all aisles and roads
<input type="checkbox"/>	<input type="checkbox"/>	Provide details of vehicle circulation (i.e., direction of travel and signage)
<input type="checkbox"/>	<input type="checkbox"/>	Provide details on hydrant placement, turning radius, and driveway widths for Fire Department access
<b>MOTOR VEHICLE PARKING STALLS</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Provide calculations for motor vehicle parking stall requirement provided within the Taza Development Zoning Law
<input type="checkbox"/>	<input type="checkbox"/>	Label as commercial vehicles, visitor, or employees
<input type="checkbox"/>	<input type="checkbox"/>	Dimension width and depth

<input type="checkbox"/>	<input type="checkbox"/>	Provide barrier-free stalls (detail width and depth)
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**LOADING STALLS**

<input type="checkbox"/>	<input type="checkbox"/>	Dimension width and depth
<input type="checkbox"/>	<input type="checkbox"/>	Dimension overhead clearance
<input type="checkbox"/>	<input type="checkbox"/>	Label surface material of loading areas
<input type="checkbox"/>	<input type="checkbox"/>	Large vehicle turning diagrams for access to drive aisle, garbage collection and loading areas

**APPROACHES**

<input type="checkbox"/>	<input type="checkbox"/>	Label proposed or existing
<input type="checkbox"/>	<input type="checkbox"/>	Dimension width of driveway at throat and flare (adjacent to street)
<input type="checkbox"/>	<input type="checkbox"/>	Dimension distance to adjacent approaches

**FENCES AND RETAINING WALLS**

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

**LIGHTING**

<input type="checkbox"/>	<input type="checkbox"/>	Plot locations of building light fixtures and free-standing light standards
<input type="checkbox"/>	<input type="checkbox"/>	Plot maximum wattage of fixtures
<input type="checkbox"/>	<input type="checkbox"/>	Provide detail of light fixtures, including method of shielding (drawing or specification)

**SIGNAGE**

<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

**PHASING FOR MULTI-BUILDING DEVELOPMENTS**

<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	<b>REQUIRED ITEMS – LANDSCAPE PLANS</b>
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**OUTLINE AND DIMENSION BUILDINGS**

<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)

**SETBACKS**

<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)

**PLOT AND LABEL**

<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**    **REQUIRED ITEMS – FLOOR PLANS**

		<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
		<b>AREAS FOR THE CONSUMPTION OF FOOD/ BEVERAGES</b>
<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)
		<b>USE OF BUILDING</b>
<input type="checkbox"/>	<input type="checkbox"/>	Describe the purposes of spaces
<input type="checkbox"/>	<input type="checkbox"/>	Indicate use areas (tenant areas)

**COMPLETED BY APPLICANT**    **OFFICE USE ONLY**    **REQUIRED ITEMS – SITE STUDIES**

**SNOW MANAGEMENT PLAN**

<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

**SUN/SHADOW STUDY**

<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

**COMPLETED BY APPLICANT**    **OFFICE USE ONLY**

**REQUIRED ITEMS – SITE SERVICING 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"/>	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)
<b>LEGAL INFORMATION</b>		
<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)
<b>ADJACENT TO PARCEL</b>		
<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
<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>SITE DETAILS</b>		
<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)

COMPLETED BY APPLICANT	OFFICE USE ONLY	<b>REQUIRED ITEMS – SITE SERVICING PLANS</b>
<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
<b>WATER, STORM AND SANITARY SEWER (ON AND ADJOINING THE PARCEL)</b>		
<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
<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
<b>SHALLOW UTILITIES (EXISTING AND PROPOSED ON AND ADJOINING THE PARCEL)</b>		
<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.)
<b>SURFACE DRAINAGE</b>		
<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)
<b>FLOODWAY, FLOOD FRINGE AND OVERFLOW</b>		
<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)

<p><b>Checked for Completion by:</b> _____ <b>Date:</b> _____</p> <hr/> <p><b>Tsuut'ina Development Authority</b></p>
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## PUBLIC INFRASTRUCTURE PERMIT APPLICATION FORM

<b>APPLICATION FOR:</b>		
<b>UNDERGROUND / UTILITIES / ELECTRICAL</b>		
<input type="checkbox"/> SANITARY SEWERS / TRUNKS (INCL. APPURTENANCES) <input type="checkbox"/> STORM SEWERS / TRUNKS (INCL. APPURTENANCES) <input type="checkbox"/> WATERMAINS / FEEDERMAINS (INCL. APPURTENANCES) <input type="checkbox"/> SHALLOW UTILITIES <input type="checkbox"/> STREETLIGHTING <input type="checkbox"/> SIGNALIZATION		
<b>SURFACE WORKS</b>		
<input type="checkbox"/> ROADWORKS <input type="checkbox"/> SIDEWALKS <input type="checkbox"/> BOULEVARDS <input type="checkbox"/> LANES / PATHWAYS <input type="checkbox"/> PARKS / PUBLIC SPACE		
<b>FACILITIES</b>		
<input type="checkbox"/> STORM FACILITIES / PONDS <input type="checkbox"/> WATER FACILITIES <input type="checkbox"/> WASTEWATER FACILITIES		
<b>EARTHWORKS / ESC</b>		
<input type="checkbox"/> EARTHWORKS / EXCAVATION <input type="checkbox"/> STRIPPING AND GRADING <input type="checkbox"/> EROSION AND SEDIMENT CONTROL (ESC)		
<b>OTHER</b>		
<input type="checkbox"/> SIGNAGE <input type="checkbox"/> DEMOLITION (SURFACE / LINEAR INFRASTRUCUTRE) <input type="checkbox"/> OTHER		
PI PERMIT #	PERMIT FEE \$	DATE RECEIVED ( <i>Office Use Only</i> )

### Contact Information

OWNER / DEVELOPER:	APPLICANT/ AGENT (if different from owner / developer):
CONTACT NAME:	CONTACT NAME:
MAILING ADDRESS:	MAILING ADDRESS:
PHONE (OFFICE):	PHONE (OFFICE):
PHONE (CELL):	PHONE (CELL):
EMAIL:	EMAIL:

### Legal Description of the Property

LEGAL DESCRIPTION / PLAN NUMBER(S):
EXISTING / APPROVED LAND USE UNDER THE TTN ZONING LAW:
STREET ADDRESS / PROPOSED ROAD NAME (IF AVAILABLE):

**Public Infrastructure Permit Application Information**

DESCRIPTION OF PROPOSED PUBLIC INFRASTRUCTURE (Provide area of works (ha) and approx. quantities of proposed infrastructure).  
*(attach additional pages if necessary)*

NOTE: If the applicant is not the owner / developer for the property concerned, the owner / developer will be required to sign this application, or a letter of authorization shall accompany this application.

**I acknowledge that all information provided that is associated with the application, including technical studies, will be treated as public information in the course of the Tsuut'ina Development Authority's consideration of the public infrastructure permit application, pursuant to the Taza Development Zoning Law and other legislative documents. By providing this information, you (Owner / Developer / Applicant / Agent) are deemed to consent to its public release.**

**I accept responsibility for delays in processing caused by incorrect or insufficient submissions. Contact the Tsuut'ina Development Authority at (403) 258-4016, if you have any further questions.**

\_\_\_\_\_  
Signature of Applicant / Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner / Developer

\_\_\_\_\_  
Date

OFFICE USE ONLY:

**Initial Consideration. (5 working days)** The TDA will review the information submitted with the attached checklist, where they may:

- 1) Deem the application complete and circulate to commenting agencies; or
- 2) Hold the application pending submission of additional information;

APPLICATION IS:       COMPLETE       INCOMPLETE (PROVIDE COMMENTS BELOW)

CHECKED FOR COMPLETION BY:

.....  
Tsuut'ina Development Authority

.....  
Date



## PUBLIC INFRASTRUCTURE PERMIT APPLICATION CHECKLIST

The Public Infrastructure Permit Application Checklist 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:

- Signed 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. Comment responses can be provided directly in the Team Review Comment (TRC) document provided by the TDA.
- Application Form (the form is to be completed in full and signed by the applicant / developer of the land and / or the person authorized to act on their behalf)
- Letter of Authorization from the developer or their agent including legal plans (*if required*)
- Key plan showing the location of the development area in relation to the overall Taza Village
- A complete set of authenticated digital engineering and landscape drawings
- Tentative or Registered Legal Plans of Survey
- Tentative or Registered Utility Right-of-Way Plans
- Confirmation of Indigenous Services Canada (ISC) Environmental Review Submission
- Stormwater Management Report & Model, including Stormwater Management Checklist (*see Section 2.3.5.2 of the current version of the TDA Infrastructure Design Standards and Specifications for requirements*)
- Erosion & Sedimentation Control Plan and/or Report (*see Section 2.3.7.2 of the current version of the TDA Infrastructure Design Standards and Specifications for requirements*)
- Other technical reports and supporting information may be required and will be confirmed at the pre-application meeting. Most Public Infrastructure Permit applications will require the following:
  - Geotechnical Reports
  - Sanitary Servicing Studies
  - Traffic Impact Assessment
  - Water Servicing Studies
  - Other reports and agreements that the TDA deems necessary (*see Section 2.2.4 of the current version of the TDA Infrastructure Design Standards and Specifications for a full list of studies*).
- One (1) un-editable and printer-friendly electronic copy (PDF) of the complete Public Infrastructure Design Application package including all authenticated/sealed drawings/documentation.

**Subsequent Submission Requirements:**

- Confirmation from the TDA of additional appropriate licenses, approvals, and permits as required for the construction and/or operation of the water utility, wastewater utility, stormwater utility, or other improvements as required.

*NOTE: All Public Infrastructure 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.*

**General Drafting Requirements:**

- Contain a title block with information such as:**
  - Applicant and consultant(s) names
  - TDA Public Infrastructure Permit (PI) Application Number (if available)
  - Village name including staging and/or phasing, if applicable
  - 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, as required.
  - 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 not to exceed A1 610mmx914mm

COMPLETED BY APPLICANT	Office use only	<b>REQUIRED ITEMS</b>
<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"/>	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 in circulation elements)
<input type="checkbox"/>	<input type="checkbox"/>	Existing contours on the site with a minimum contour interval of 1.5m.
<b>Legal Information:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Plot and dimension precise Public Infrastructure boundary lines
<input type="checkbox"/>	<input type="checkbox"/>	Provide legal description
<b>Adjacent to Parcel:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	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"/>	Dimension and label road widening setbacks and corner cuts
<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

COMPLETED BY APPLICANT	Office use only	<b>REQUIRED ITEMS</b>
		<b>Required Post &amp; Cable Fencing for:</b>
<input type="checkbox"/>	<input type="checkbox"/>	All temporary dead-end streets
<input type="checkbox"/>	<input type="checkbox"/>	Streets and lanes adjacent to major roads
<input type="checkbox"/>	<input type="checkbox"/>	Lanes adjacent to Public Infrastructure
		<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 (i.e. high-pressure gas lines, pipelines, overhead powerline relocations, etc.)
		<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"/>	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"/>	Label use area within the building (i.e. Tenant locations)
<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)
		<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>Garbage and recycling collection:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Plot location
<input type="checkbox"/>	<input type="checkbox"/>	Dimensions of enclosures or buildings
<input type="checkbox"/>	<input type="checkbox"/>	Type of container
<input type="checkbox"/>	<input type="checkbox"/>	Method of screening
		<b>Parking areas, drive aisles, circulation roads, sidewalks and pathways:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Include curbs and sidewalks, cross walks and pathways (Provide detail if raised)
<input type="checkbox"/>	<input type="checkbox"/>	Label all surface materials used (Both vehicular and pedestrian)
<input type="checkbox"/>	<input type="checkbox"/>	Dimension widths of all aisles and roads
<input type="checkbox"/>	<input type="checkbox"/>	Provide details of vehicle circulation (i.e. Direction of travel and signage)
<input type="checkbox"/>	<input type="checkbox"/>	Provide details on hydrant placement, turning radius, and driveway widths for Fire Department access
		<b>Motor vehicle parking stalls:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Provide calculations for motor vehicle parking stall requirement provided within the Taza Development Guidelines
<input type="checkbox"/>	<input type="checkbox"/>	Label as commercial vehicles, visitor, or employees
<input type="checkbox"/>	<input type="checkbox"/>	Dimension width and depth

COMPLETED BY APPLICANT	Office use only	<b>REQUIRED ITEMS</b>
<input type="checkbox"/>	<input type="checkbox"/>	Provide barrier-free stalls (detail width and depth)
<b>Loading stalls:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Dimension width and depth
<input type="checkbox"/>	<input type="checkbox"/>	Dimension overhead clearance
<input type="checkbox"/>	<input type="checkbox"/>	Label surface material of loading areas
<input type="checkbox"/>	<input type="checkbox"/>	Large vehicle turning diagrams for access to drive aisle, garbage collection and loading areas
<b>Approaches:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Label proposed or existing
<input type="checkbox"/>	<input type="checkbox"/>	Dimension width of driveway at throat and flare (Adjacent to street)
<input type="checkbox"/>	<input type="checkbox"/>	Dimension distance to adjacent approaches
<b>Fences and retaining walls:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Cross reference to an elevation (For each type of fence/wall and label all materials)
<input type="checkbox"/>	<input type="checkbox"/>	Provide proposed geodetic datum points at top and bottom of wall
<input type="checkbox"/>	<input type="checkbox"/>	For retaining walls 1.2 m or higher, provide structural design drawings, including a cross-section
<b>Lighting:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Plot locations of building light fixtures and free-standing light standards
<input type="checkbox"/>	<input type="checkbox"/>	Plot maximum wattage of fixtures
<input type="checkbox"/>	<input type="checkbox"/>	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

COMPLETED BY APPLICANT	OFFICE USE ONLY	<b>REQUIRED ITEMS – LANDSCAPE PLANS</b>
<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 (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)

<input type="checkbox"/>	<input type="checkbox"/>	Location of any proposed community association facility
<input type="checkbox"/>	<input type="checkbox"/>	Any specific built features that may require special attention in site design
<input type="checkbox"/>	<input type="checkbox"/>	Identify any sloped lands between 7% to 15% and greater than 15%
<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 shrubs in each shrubbed area (Only include shrubs that are greater than 0.6m 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 0.6m)
		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>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

**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)**

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



**TSUUT'INA DEVELOPMENT AUTHORITY**

203, 5 RICHARD WAY, SW, CALGARY, AB, T3E 7M8

E: TDA@TSUUTINA.COM

W: TDA.TSUUTINA.COM

## DEVELOPMENT PERMIT APPLICATION FORM

### **APPLICATION FOR:**

- NEW COMMERCIAL BUILDING     NEW RESIDENTIAL BUILDING     CHANGE OF USE WITHIN EXISTING BUILDING  
 STRIPPING AND GRADING     ADDITION / AMENDMENT TO EXSITING BUILDING OR SITE     DEMOLITION

FILE#	FEES \$	DATE RECEIVED
-------	---------	---------------

### **Contact Information**

OWNER / DEVELOPER:	APPLICANT/ AGENT (if different from owner / developer):
CONTACT NAME:	CONTACT NAME:
MAILING ADDRESS:	MAILING ADDRESS:
PHONE (OFFICE):	PHONE (OFFICE):
PHONE (CELL):	PHONE (CELL):
EMAIL:	EMAIL:

### **Legal Description of the Property**

LEGAL DESCRIPTION / PLAN NUMBER(S):
EXISTING / APPROVED LAND USE UNDER THE TTN ZONING LAW:
STREET ADDRESS (IF AVAILABLE):
SUBLEASE REGISTRATION #

**Development Permit Application Information**

TYPE	NUMBER OF UNITS	BUILDING AREA (SQ.M)
HEIGHT	NUMBER OF STOREYS	PARCEL(S) SIZE
DESCRIPTION OF PROPOSED DEVELOPMENT <i>(attach additional pages if necessary)</i>		

NOTE: If the applicant is not the owner / developer for the property concerned, the owner / developer will be required to sign this application, or a letter of authorization shall accompany this application.

**I acknowledge that all information provided that is associated with the application, including technical studies, will be treated as public information in the course of the Taza Development Authority's consideration of the development permit application, pursuant to the Taza Development Zoning Law and other legislative documents. By providing this information, you (Owner / Developer / Applicant / Agent) are deemed to consent to its public release.**

**I accept responsibility for delays in processing caused by incorrect or insufficient submissions. Contact Tsuut'ina Development Authority, if you have any further questions.**

\_\_\_\_\_  
Signature of Applicant / Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner / Developer

\_\_\_\_\_  
Date

OFFICE USE ONLY:

**Initial Consideration. (5 working days)** Staff will review the information submitted with the attached checklist, where they may:

- 1) Deem the application complete and circulate to commenting agencies; or
- 2) Hold the application pending submission of additional information;

APPLICATION IS:       COMPLETE       INCOMPLETE (PROVIDE COMMENTS BELOW)

CHECKED FOR COMPLETION BY:

\_\_\_\_\_

Taza Development Authority

\_\_\_\_\_

Date



**CHECKLIST**  
**CONSTRUCTION COMPLETION CERTIFICATE**  
**FOR TRAFFIC SIGNALS INFRASTRUCTURE: TRAFFIC SIGNALS INSTALLATION**

<b><u>Submission Item</u></b>	<b><u>Comment(s)</u></b>
A. Detailed Cover Letter on the consultant's letterhead, signed by the consultant. At a minimum, the letter should specify the submission details, compliance with the design, include general project information, and outline key elements and issues.	<hr/>
B. A digital copy of the approved "Redline Mark-ups" indicating the on-site as-built installation dated and signed by the Electrical Contractor.	<hr/>
C. Traffic Control Cabinet wiring diagrams	<hr/>
D. Database and printout of traffic controller (digital copy)	<hr/>
E. Phasing and timing sheets	<hr/>
F. Copy of electrical permit(s)	<hr/>
G. A digital copy of Signed and Sealed "Traffic Signals Record Drawings" in PDF format complete with an AutoCAD format in NAD83 / UTM coordinates (with a copy to be placed within the traffic controller cabinet in a weather protected pouch).	<hr/>



**TSUUT'INA DEVELOPMENT AUTHORITY**  
203, 5 RICHARD WAY, SW, CALGARY, AB, T3E 7M8  
E: TDA@TSUUTINA.COM  
W: TDA.TSUUTINA.COM

**CHECKLIST**  
**FINAL ACCEPTANCE CERTIFICATE**  
**FOR TRAFFIC SIGNALS INFRASTRUCTURE: TRAFFIC SIGNALS INSTALLATION**

<b><u>Submission Item</u></b>	<b><u>Comment(s)</u></b>
A. Detailed Cover Letter on the consultant's letterhead, signed by the consultant. At a minimum, the letter should specify the submission details, compliance with the design, include general project information, and outline key elements and issues.	<hr/>
B. A digital copy of the approved "Redline Mark-ups" indicating the on-site as-built installation dated and signed by the Electrical Contractor.	<hr/>
C. Traffic Control Cabinet wiring diagrams	<hr/>
D. Database and printout of traffic controller (digital copy)	<hr/>
E. Phasing and timing sheets	<hr/>
F. Copy of electrical permits	<hr/>
G. A digital copy of Signed and Sealed "Traffic Signals Record Drawings" in PDF format complete with an AutoCAD format in NAD83 / UTM coordinates (with a copy to be placed within the traffic controller cabinet in a weather protected pouch).	<hr/>
H. One list of deficiencies and/or defects indicating when they where repaired.	<hr/>