

DEVELOPMENT PERMIT APPLICATION

for Commercial/Industrial/Multi-Dwelling Residential Developments

Office use only: City File #: _____

All of the following information is necessary to facilitate a thorough and timely evaluation and decision on your application. All materials submitted must be clear, legible and precise. **Only applications that are complete will be accepted.** PLEASE NOTE: this application is **ONLY** for a development permit. If a building permit is also required, you must apply for it separately.

A General Project Information	
1	Project Municipal Address:
2	Project Legal Description: Plan No. _____ Block _____ Lot(s) _____ or, Quarter _____ Section _____ Twp _____ Range _____
3	Pre Application Meeting: <input type="checkbox"/> Yes, Reference # _____-001 <input type="checkbox"/> No
4	Type of work being performed: (Check all applicable): <input type="checkbox"/> New Commercial/Industrial Building (must complete Section C7, C8 of this form) <input type="checkbox"/> Addition to Existing Building (must complete Section C7, C9 of this form) <input type="checkbox"/> Exterior Alteration <input type="checkbox"/> Interior Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Other _____ <input type="checkbox"/> Change of Use (must complete applicable portions of Section D of this form) <input type="checkbox"/> New Multi Dwelling Residential - 3 or more dwellings (must complete Section C7, C8, and C10 of this form) <input type="checkbox"/> Solar Energy Systems – Thermal or PhotoVoltaic (PV) (must see Solar Energy Systems brochure for submission requirements)

B Applicant/Owner Information																					
5	As the applicant I affirm: <input type="checkbox"/> I am the registered owner of the above noted property <input type="checkbox"/> I have entered into a binding agreement to purchase the above noted property with the registered owner(s). <input type="checkbox"/> I have permission of the registered owner(s) of the above noted property to make the attached application for a Development Permit. <input type="checkbox"/> I have permission of the registered owner(s) of the above noted property to make the attached application for a Combination Permit, which includes an application for a Development Permit and Building Permit.																				
6	<table border="1"> <tr> <td colspan="2">Applicant Information:</td> <td colspan="2">City Customer ID #:</td> </tr> <tr> <td>Last Name:</td> <td>First Name:</td> <td colspan="2">Business Name:</td> </tr> <tr> <td colspan="2">Contact Name (if different from above):</td> <td colspan="2">Email:</td> </tr> <tr> <td>Mailing Address</td> <td>Telephone:</td> <td colspan="2">Cell Ph.:</td> </tr> <tr> <td>City:</td> <td>Prov.:</td> <td>Postal Code:</td> <td>Fax:</td> </tr> </table>	Applicant Information:		City Customer ID #:		Last Name:	First Name:	Business Name:		Contact Name (if different from above):		Email:		Mailing Address	Telephone:	Cell Ph.:		City:	Prov.:	Postal Code:	Fax:
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Mailing Address	Telephone:	Cell Ph.:																			
City:	Prov.:	Postal Code:	Fax:																		

C All New Buildings and/or Additions to Existing Buildings			
7	Detail the proposed use of the new building/addition:		
8	<table border="1"> <tr> <td>Total Site Area (sq m.):</td> <td>Total Floor Area (sq m.), including all floors and mezzanines:</td> </tr> </table>	Total Site Area (sq m.):	Total Floor Area (sq m.), including all floors and mezzanines:
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Additions to a Commercial/Industrial Building:			
9	<table border="1"> <tr> <td>Existing Floor Area (sq.m.):</td> <td>Proposed Floor area (sq.m.):</td> </tr> </table>	Existing Floor Area (sq.m.):	Proposed Floor area (sq.m.):
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Multi-Unit Residential Developments:			
10	<table border="1"> <tr> <td>Total number of Dwelling Units Proposed:</td> <td>Number of Main Floor Dwelling Units Proposed:</td> </tr> </table>	Total number of Dwelling Units Proposed:	Number of Main Floor Dwelling Units Proposed:
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D Change of Use within a specific building			
11	Detail what the previous business activity was AND what the previous business name was:		
12	Detail what the proposed business activities will be within the building (e.g. insurance office, steel fabrication plant, jewellery sales):		
13	Detail any proposed business activities that will occur outside of the building (e.g. outdoor storage of pipes, outdoor trucking yard, outdoor display of goods):		
14	Total floor area of business (sq.m.):	Office space (sq.m.):	Warehouse space (sq.m.):
Restaurants, Specialty Food Services, Bars and Neighborhood Pubs, Night Clubs:			
15	Public Space floor area (excluding kitchens, office areas)	What will be the maximum seating capacity?	
16	Will there be an outdoor patio?	If yes, what is the seating capacity of the outdoor patio? (a floor plan is required on the site plan)	
Vehicle Oriented Uses (such as new and used Automotive Vehicle Sales):			
17	Vehicle Oriented Uses, including Automotive Vehicle Sales involving the placement of sales trailers on site is considered a new Commercial development and not a change of use, and therefore shall meet the drawing and information requirements of the Commercial/Industrial checklist.		

E Applicant Declaration:	
I confirm by my signature below that the information contained in this application, including plans and details, is to my knowledge, true and complete;	
Date: _____	Signature: _____

Office Use Only	
Development Permit Project No. _____	Building Permit Required? <input type="checkbox"/> Yes <input type="checkbox"/> No
This project is: <input type="checkbox"/> New Commercial/Industrial <input type="checkbox"/> New Multi Dwelling Residential <input type="checkbox"/> Addition (all) <input type="checkbox"/> Leave as Built <input type="checkbox"/> Exterior Alterations <input type="checkbox"/> Revision to approved DP <input type="checkbox"/> Interior Alterations <input type="checkbox"/> Demolition Only <input type="checkbox"/> Solar Energy Systems	
Development Permit Description (MUST IDENTIFY ZONING BYLAW USE CLASS): _____ _____	
Zoning: _____ <input type="checkbox"/> Discretionary Use <input type="checkbox"/> Permitted Use Statutory Plan Overlay: _____	
Development fees to be charged? <input type="checkbox"/> Yes : \$ _____ <input type="checkbox"/> No (reason): _____	
Reviewed by: _____ Date (mm/dd/yr): _____	

Personal Information required by City of Edmonton application forms is collected under authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your permit may be included on reports that are available to the public as required or allowed by legislation. If you have any questions, please contact a Service Advisor at the Current Planning Service Centre at 780-442-5054.

Development Permit Information and Drawing Requirements

A separate **Checklist form**, which identifies the drawings and detailed information required for your proposed development, **must be completed**:

- **Commercial/Industrial Checklist for new buildings and additions, exterior alterations;**
- **Multi-Unit Residential Checklist for 3 or more dwellings, additions, exterior alterations or**
- **Change of Use Checklist.**

******To minimize delays in processing your application, the following must be completed and returned to our office:***

- ***The Development Permit Application form***
- ***The appropriate Checklist***
- ***“The Abandoned Wells Confirmation Form – Proposed Development” with a printout of the map that was used to confirm the absence/presence of abandoned well(s).***

To link to the City’s website for the Commercial Development and Building Application Form and Checklists, go to: www.edmonton.ca/currentplanningforms

Additional drawings or information may be required as considered necessary in accordance with the Edmonton Zoning Bylaw and by the Development Officer.

Applications may be subject to additional on and off site fees associated to the proposed development such as Lot Grading fee, Sanitary Sewer Trunk Charge, Transportation infrastructure fees.

Should you have any questions regarding development application requirements, please contact a representative at our **Customer Information Centre** at **311** or if **outside Edmonton 780-442-5311**.

<p>*This is NOT a Building Permit application. A separate application must be made if a building permit is required.</p>
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Abandoned Wells Confirmation Form – Proposed Development

****Note**** This form must be **1)** signed by the applicant at the time of Development Permit application, and
2) submitted with a printout of the map(s) that was used to confirm the absence/presence of abandoned well(s)

Municipal Address:			
Legal Description:	Plan:	Block:	Lot:

If abandoned wells are **absent** within the site of proposed development:

I, _____, have reviewed information provided by the Energy Resources Conservation Board ("ERCB") as set out in ERCB Directive 079, *Surface Development in Proximity to Abandoned Wells*, and can advise that the information shows the **absence** of any abandoned wells within the site of proposed development.

Printed Name

Signature

Company Name if signing for a company

Date

If an abandoned well(s) is **present** within the site of proposed development:

I, _____, have reviewed information provided by the Energy Resources Conservation Board ("ERCB") as set out in ERCB Directive 079, *Surface Development in Proximity to Abandoned Wells*, and can advise that the licensee(s) responsible for all abandoned wells within the site of proposed development has been contacted in order to have the *Abandoned Well Locating and Testing Protocol* completed in accordance with ERCB Directive 079. To prevent damage to the well, a temporary identification marker will be placed on abandoned wells prior to construction, according to the confirmed well location(s) on site. The site of proposed development contains the following abandoned well(s):

ERCB Well License #	Licensee name	Licensed Surface Location (e.g., 04-20-052-23 W4M)	Contact personnel name	Phone number

Printed Name

Signature

Company Name If signing for a company

Date

Office Use Only:

POSSE #:		LDA:	
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Why do I need to disclose information about abandoned wells on my parcel?

New Requirements

Effective November 1, 2012 the Subdivision and Development Regulation (Alberta Regulation 160/2012) has changed. The changes relate to the Subdivision and Development requirements around abandoned well sites. The new provisions require some changes to our business practices. In addition to our current application submission requirements, all new Development Permit and Subdivision Applications must include the following:

Development Permit Application

An application for a development permit for **a new building that will be larger than 47 square meters, or an addition to or an alteration of an existing building that will result in the building being larger than 47 square meters**, must include:

- Information provided by the Energy Resources Conservation Board (ERCB) identifying the location or confirming the absence of any abandoned wells within the parcel on which the building is to be constructed, or, in the case of an addition, presently exists.
- This information can be obtained by either contacting the Energy Resources Customer Care Centre at 1-855-297-8311 (toll free) or using the GeoDiscover Alberta Map at: www.geodiscoveralberta.ca to confirm whether an abandoned well is located on your property.
 - If you **do not have an abandoned well site on your property**, you must fill out the “*Abandoned Wells Confirmation Form – Proposed Development*” and provide a copy of the map that was used to confirm the absence of abandoned wells on your property. This information must be included with your development application.
 - If you **do have an abandoned well on your property**, you must first meet the requirements as set out in ERCB’s Directive 079 before you can apply for a permit. Once ERCB’s Directive 079 requirements have been met, you must fill out the “*Abandoned Wells Confirmation Form – Proposed Development*” and include a copy of the map used to confirm well location(s) with your development application.

The information is not required if it was submitted to the same development authority within the last year.

The following links provide further information on the added provisions.

Information Bulletin, Alberta Municipal Affairs -

http://www.municipalaffairs.alberta.ca/documents/msb/Information_Bulletin_05_12.pdf

ERCB Directive-

<http://www.ercb.ca/directives/Directive079.pdf>