

SERVICING AGREEMENT REQUEST FORM - DEVELOPMENT PERMITS

This form is to be completed by the registered owner of the property or by a person authorized to act on behalf of the registered owner

APPLICANT INFORMATION						SECTION 1	
REGISTERED OWNER(S):							
MAILING ADDRESS							
CITY		PROVINCE		POSTAL CODE			
CONTACT NAME			PHONE NUMBER				
EMAIL ADDRESS							
DOES YOUR ORGANIZATION HAVE A CORPORATE SEAL?			<input type="checkbox"/> Yes		<input type="checkbox"/> Yes		<input type="checkbox"/> N/A (private owner)
CONSULTANT*							
MAILING ADDRESS							
CITY		PROVINCE		POSTAL CODE			
CONTACT NAME			PHONE NUMBER				
EMAIL ADDRESS							
*Projects requiring engineering drawing approval must be handled by an engineer, ideally a Civil Engineer (or a Landscape Architect for landscaping components). For all other projects, an alternative consultant may be used, though a Professional Engineer is strongly recommended. This consultant must be retained for the duration of the agreement and until your security deposit is released in full.							

PROJECT INFORMATION						SECTION 2			
ASSOCIATED DEVELOPMENT PERMIT OR FILE NUMBER:									
DOES THIS PROJECT REQUIRE ENGINEERING DRAWINGS?			<input type="checkbox"/> Yes		<input type="checkbox"/> No				
CURRENT DRAWING STATUS (if applicable)			<input type="checkbox"/> Approved: Engineering Drawings are approved by Development Coordination. <input type="checkbox"/> Post-Agreement Approval: Engineering Drawings will be approved after the agreement is signed. This option will require a larger security deposit but allows for faster building permit review. Note: the decision to defer the drawings until after the agreement is in place remains solely with the Development Servicing Agreement team.						
DEVELOPMENT LANDS INFORMATION (if applicable)*									
GDA		ER/MR/TITLED PIPELINE		PUL		ARTERIAL ROADWAY		ASSESSABLE AREA	
* All area calculations are to be in hectares									

CHECK	SUPPORTING DOCUMENTS	SECTION 3
<input type="checkbox"/>	1. Current Certificates of Title for all properties listed on the development permit (PDF format)	
<input type="checkbox"/>	2. Schedule B (PDF format) Site plan for the development (labeled Schedule "B"). Ensure municipal improvements location(s) are outlined in red. The Schedule "B" must include: a) Name of the Developer/Owner b) Development Permit-Approval number and Approval Date c) Assessable Area Calculations (if applicable)	
<input type="checkbox"/>	3. A complete construction cost estimate for the work being completed including testing and contingency, signed by the consultant's Project Engineer (if applicable)	
<input type="checkbox"/>	4. Are you looking to claim ARA costs with this agreement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	↪ If 'Yes', have you uploaded a cost acceptance letter or email or memo from a DSA Cost Assessment Team Member into ePlan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	↪ If you've selected 'no' above, please provide a brief explanation*:	
<input type="checkbox"/>	5. Are you looking to claim PAC costs with this agreement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	↪ If 'Yes', have you uploaded the cost acceptance letter or email or memo from a DSA Cost Assessment Team Member into ePlan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	↪ If you've selected 'no' above, please provide a brief explanation*:	
<input type="checkbox"/>	6. Are you looking to claim Boundary Assessment costs with this agreement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	↪ If 'Yes', have you uploaded the cost acceptance letter or email or memo from a DSA Cost Assessment Team Member into ePlan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	↪ If you've selected 'no' above, please provide a brief explanation*:	
	↪ Have all benefitting landowners been made aware of this potential boundary assessment? Please note that DSA cannot establish any boundary assessments until we have evidence that all benefitting landowners have been made aware of their potential requirement to pay their share of the boundary assessment.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	7. Are you looking to claim Boundary Assessment costs with this agreement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	↪ If you selected 'Yes' above, please provide the exact name of the legal entity below.	
	↪ ARA Recoveries are payable to:	
	↪ PAC Recoveries are payable to:	
	↪ Boundary Assessment Recoveries are payable to:	
* Please note that costs need to be accepted by DSA before this particular agreement can be placed in the development order and DSA can start drafting the servicing agreement.		

APPLICATION INSTRUCTIONS

SECTION 5

This application will be considered complete when all applicable items listed in Section 4, Supporting Documents, have been addressed. Please include the applicable items with your application or, if indicated, provide the date on which the item was submitted directly to the reviewing group.

Step 1: Request the Agreement Log into the servicingagreements.edmonton.ca portal and select the **Servicing Agreement** tab. Click the **+Add New Request** button to start the process. Once your request is submitted, Development Coordination will initiate the agreements workflows and send you an email invitation to upload your documents in ePlan.

Step 2: Upload Documents Follow the link in your invitation email to access **ePlan**. Upload this completed form along with all required supporting documents (see the checklist in Section 4).

Step 3: Official Submission Simply uploading files does not notify City staff. You **must** complete the **“Applicant Upload”** task in ePlan to submit your application. A request is only considered "Complete" once all applicable items from Section 4 are received.

If you require any assistance with servicingagreements.edmonton.ca or ePlan, please contact Development.Coordination@edmonton.ca

Personal information is collected for the purpose of Developer Servicing Agreements and will be used for processing and maintaining your agreement. Collection is authorized under section 4(a) and (c) of the Protection of Privacy Act (POPA) and is managed and protected in accordance with the Act. The City intends to input the information into an automated system to generate content or make decisions, recommendations or predictions in accordance with the **City of Edmonton Generative AI Standard** (see **Council Policies**, Standards section). For questions about the collection, please contact a Service Advisor at Edmonton Service Centre, 10111 104 Avenue NW, or email to development.coordination@edmonton.ca.