



# Checklist: Development Permit Application

Pursuant to Land Use Bylaw No. 24-007

## Residential Development

### Required for ALL Residential Applications

- Completed Form A: Development Permit Application
- Certificate of Title (within the last 30 days)
- Site Plan Indicating:
  - Location of proposed development
  - Existing structures
  - Location of anticipated future development
  - Septic field
  - Known utilities
  - Setback information to property lines and adjacent structures
- Construction Details, including
  - Elevation Drawings
  - Floor Plans indicating rooms and dimensions
- Payment of Development Permit Application Fee – determined at time of application
- Submit Municipal Address Application – *For lots with no existing address, or secondary suite/dwelling proposals*
- Submit Approach Application – *When a new approach is required*
- Waiver Request – *Where applicable, include a written explanation and rationale for the request as part of Form A: Development Permit Application*

### Additional Site/Parcel Specific Requirements

#### For hamlets, subdivisions, and parcels 2 acres or less in size, and where specified by the Development Authority

- Grading and Drainage Plans

#### For unserviced lots, parcels 2 acres or less in size, and where specified by the Development Authority

- Septic site design

#### For developments in proximity to a coulee bank, break, or slope

- Slope stability evaluation (geotechnical report)

#### For developments in locations with an Area Structure Plan

- Architectural Controls sign-off (if applicable)

### Additional Requirements for Ready-to-Move, Manufactured, and Move-In Homes

*In addition to the above, please provide:*

- Photographs of the exterior four sides of the home
- Photograph of the CSA certification label and serial number plate – *for manufactured homes*
- Foundation details (basement, screw piles, blocks, etc)