



TOWN OF DIDSBURY

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Development Permit Requirements Checklist Single Detached, Semi-detached, Duplex, and Multi-unit Dwellings

All of the following information for a Development Permit is necessary to ensure that an application is reviewed completely and efficiently. This checklist must be attached to all Development Permit applications for single detached, semi-detached, duplex, and multi-unit dwellings. All boxes should be checked and the information indicated attached to the application. **Incomplete applications will not be accepted by the Town administration, and will be returned to the applicant. All boxes must either have a ✓ or N/A (not applicable).**

Required Information

- Completed **Development Permit Application Form**;
- Letter of Authorization** signed by landowner (if application is submitted by a person other than the registered landowner);
- Application fee**, payable to the Town of Didsbury;
- Current **certificate of title** of subject lands (no older than 30 days);
- 1 copy of a **site plan** showing the following:
 - the legal description and municipal address of the site;
 - the scale and a North arrow;
 - dimensions of the parcel, including total parcel area;
 - all existing and proposed buildings with dimensions of foundation/walls and any projections and/or cantilevers;
 - the perpendicular distance measured from adjacent front, rear, and side property lines to each corner of the foundation/walls and eaves of the proposed and any existing buildings;
 - location of access and egress points to the site;
 - location of off-street vehicular parking and loading areas; and
 - location of any registered utility rights-of-way (including Plan number);
- 2 copies of **building plans** showing the following:
 - scale and dimensions of exterior walls and interior rooms (including cantilevers and projections);
 - floor plan(s) of the building, including all living space;

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- building elevation plans which indicate front, rear, and side elevations; wall height (finished grade to eaves); roofing material; and roof pitch; and
- building cross-section drawings;
- Required finished grade** at all corners of the parcel and the top of foundation elevation as established in the approved Subdivision Lot Grading Plans (available from the Town office).

Additional Information

The Development Officer may require an applicant for a development permit to submit, in addition to the information noted above, any or all of, but not limited to, the following additional information:

- The location of municipal water, sanitary sewer, or storm sewer lines, and public utilities (e.g. gas, telephone, cable, power) to be utilized in servicing the site;
- A Traffic Impact Assessment and/or Parking Demand Assessment evaluating potential traffic impacts and on-site parking implications;
- A Geotechnical Report evaluating slope and/or soils stability;
- A Phase I Environmental Site Assessment evaluating potential soil contamination;
- A Landscaping Plan illustrating the location and type of all on-site landscaping features;
- Information on how on-site stormwater management will be provided; and
- When the applicant is aware that the proposed development does not meet a standard of the Land Use Bylaw (e.g. building setback, parking), any deficiencies must be identified and a written account of the planning rationale provided in support of such deficiencies.