



TOWN OF DIDSBURY

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Development Permit Requirements Checklist Commercial/Industrial/Institutional Development

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 commercial/industrial/institutional development. 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);
- If the proposed use involves a Billiard Parlour, Restaurant, or Tavern, a **Letter of Intent** that states provincial license intentions (i.e. will minors be allowed; will the facility have a liquor license; and/or will the facility include VLTs);
- 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, including tenant location within the buildings;
 - 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 loading areas;
 - location of waste management area;
 - width of sidewalks adjacent to buildings;

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- location and layout of all off-street vehicular parking areas showing dimensioned depth and width of parking and handicapped stalls, aisle dimensions, angle of parking stalls, and total number of stalls;
- location of any registered utility rights-of-way (including Plan number);
- road dimensions of any on-site circulation roads (indicate one-way direction, where applicable);
- location of on-site light standards;
- surface treatment for all areas, including parking and loading areas;
- existing and proposed sign locations, showing distances to: existing and proposed buildings on the site; back of sidewalks and/or curbs; utility poles and guy wires; all freestanding signs within 30 metres;
- location of any drive-through facilities, stacking spaces for vehicles, location of drive-through signage (e.g. entrance, exit, customer courtesy, and menu boards);
- location of any proposed wheel stops or speed bumps;
- location of all existing and proposed fencing; cross-referenced to a fence elevation, if more than one fence elevation is to be used;
- details on any overhead clearance requirements where applicable (e.g. parkade entrance, power lines); and
- location of any outdoor storage areas and method of screening;
- 2 copies of **floor plans** showing the following:
 - scale and dimensions of exterior walls and interior rooms (identify mechanical rooms, stairways, elevators, corridors, lobbies, washrooms, internal garbage collection areas, and internal parking areas);
 - total gross floor area of all buildings, and gross floor area of the individual tenant;
 - location of interior and exterior doors and windows; and
 - if a restaurant or drinking establishment is proposed, a detailed layout of the seating plan which clearly indicates the area in which the public will have access for the consumption of food and/or beverages;
- 2 copies of **elevation plans** showing the following:
 - exterior of all sides of the proposed building(s) including all windows, doors, loading bays, projections, fascia trim, decorative elements, signs, and lighting;
 - all finishing materials, indicating exterior materials and colour (e.g. brick, stucco, stone, vinyl siding, metal siding, etc.); roof material (e.g. asphalt shingle, concrete tile, metal); and fascia, soffit, and trim;
 - front, rear, and side wall heights; and
 - building cross-section drawings;

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- 1 copy of **landscaping plans** showing the following:
 - existing and proposed grades, contours, and any special topographical features or site conditions;
 - total landscaped area (square metres);
 - trees and significant vegetation; indicate what is to be added, removed, or retained;
 - the number and location of all trees required under the relevant section of the Land Use Bylaw, specifying type (deciduous, coniferous, or ornamental); and size (caliper for deciduous, height for coniferous);
 - surface treatment of all soft landscaped areas (e.g. grass, shrubs);
 - surface treatment of all hard landscaped areas (e.g. decorative pavers, brick, stamped concrete);
 - proposed berming on site, if applicable;
 - method of irrigation for all soft landscaped areas; and
 - location of parking stalls and material (gravel, asphalt, concrete, etc.). Note: parking stalls are to be dimensioned.

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 Wind Impact Statement and/or Study;
- A Sun/Shadow Study;
- 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.