

Development Checklist

Commercial – Industrial – Institutional – Multi-Family Residential

DP# _____

- Development Permit Application Form, completed and signed by Applicant(s) and Registered Landowner(s) (if different from Applicant). (Alternatively, a letter of consent from the registered landowner(s) is sufficient.) A complete application form shall include:

- Contact information for Applicant(s) and Landowner(s)
- Verification of signing authority for corporations (if applicable)
- Letter of consent from the condominium corporation (if applicable)
- Legal description of property, municipal address, and Land Use District
- Indication of existing and proposed land uses
- Description of the proposed development

- 3 Site Plans – scaled and dimensioned, showing:

- North arrow
- Scale of plan
- Property address and legal description
- Site boundary (including any lot lines making up the site)
- Location of all existing and proposed utilities, easements and right-of-ways
- Setback/minimum yard requirements
- Existing and proposed buildings
- Adjacent roads and lanes including sidewalks, street hardware and curbs/medians

- Parking Plan, showing:

- Parking areas including drive aisles and parking spaces
- Off-street loading zones
- Traffic circulation patterns
- Pedestrian walkways
- Proposed access and egress points to the site
- Lighting, signage, and curbing
- Location of garbage and recycling receptacles
- Identifying surface materials

- Payment of prescribed Application Fees

Additional Information as may be required*:

- Architectural Plans (scaled and dimensioned floor plans, elevations, roof overhang outline, exterior finishing) and other data (i.e. photos and renderings) showing how the form, scale, massing, materials and finish relate to the design and character of neighbouring developments

- Landscaping Plan, showing:

- location and description or illustrations of all existing or proposed physical features, identifying height of physical features above grade (i.e. ground cover, fences, walls, flower beds, gardens, berm contours, outdoor furniture, decorative paving, water features, and surface utilities)
- location of all existing plant materials, labelled with a key, cross-referenced with a descriptive list identifying the common and botanical name, noting whether they will be retained or removed

- location of all proposed plant materials, labelled with a key, cross-referenced with a descriptive list identifying the common and botanical name, quantity, size and method of planting, or grass mix for sod and/or seed
- playground equipment and public seating areas (if forming part of a communal amenity area)

- Lot Grading and Drainage Plan (including special topographical features or conditions)
- Servicing Plans (access roads, sidewalks, storm & sanitary sewers, water, electrical, telecommunications and gas lines, etc.)
- Phase I Environmental Site Assessment (where potential for prior contamination exists)
- Traffic Impact Assessment (particularly if within 300 m of a highway right-of-way boundary or 800 m of the center point of an intersection of a highway with a public road which shall be referred to Alberta Transportation and may require Roadside Development approval)
- Noise Impact Assessment (particularly if proposed development abuts a residential district)
- Industrial/Commercial uses:
 - Industry type
 - Anticipated number of employees
 - Estimated water demand and type of effluent / method of treatment
 - Ancillary work needed (pipelines, railway spurs, roadways, etc.)
- Outdoor lighting concept plan (photometric mapping and specification information for all lighting fixtures)
- Payment of any applicable levies, fees, insurance, securities, etc. where applicable
- Any other information that may be required or requested to be obtained or prepared, either by the Development Officer or any Federal, Provincial or other agency, necessary to properly assess the application and determine how the proposed development may affect adjacent land uses. *(Such agencies may include, but are not limited to: Morinville Engineering, Public Works, Recreation/Culture, Tax/Utilities, Enforcement Services, and Fire Departments; Alberta Environment; AEUB; Alberta Transportation; ACRWC; Capital Health; Alberta Safety Codes; Alberta Culture and Community Spirit; and, AMVIC.)*

** Some information may be required prior to acceptance of a complete application, or as a condition of approval if the Development Authority deems the application sufficient to properly evaluate the application.*

The applicant will be notified in writing of a decision for a development permit application.

Public Notice:
 Upon Development approval, the following will be the manner in which notice will be given for the issuance of Development Permits:

- Permitted Uses- not requiring a variance/relaxation:
 The details of the development will be posted at the front counter of Morinville’s Planning & Development Department Office.
- Discretionary Uses and/or developments requiring a variance/relaxation:
 In addition to above, the details of the development will also be advertised in the local newspaper, and/or mailed to adjacent landowners, and/or posted on Morinville’s website, and/or posted on the subject site.

Signature of Applicant