







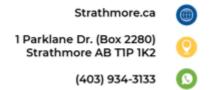
# Development Permit Application Package

**Strathmore** 

**CHANGE OF USE** 

Version 1 – November 2021





# **Application Form**

\*\*\* PLEASE CONTACT A PLANNER/DEVELOPMENT OFFICER TO DISCUSS THE CHECKLIST REQUIREMENTS FOR ALL COMMERCIAL/INDUSTRIAL/INSTITUTIONAL DEVELOPMENT PERMIT APPLICATIONS \*\*\*

Applications can be submitted electronically by emailing all required documents to: <a href="mailto:development@strathmore.ca">development@strathmore.ca</a> or in person to the Development Services Counter at Town Hall. **Development Fees must be paid with submission.** 

Applicant & Property Owner Information								
Applicant					Property Owner (if different than Applicant)			
Phone					Phone			
Email					Email			
Mailing Address					Mailing Address			
Town/City	Province		Postal Code		Town/City		Province	Postal Code
	Location of Development							
Civic Address								
Legal Address		Lot Blo		Block	k Plan			
Description of Development								
Describe the proposed development and all activities on the site.								

Land Use District:		Permitted or Discretionary Use:			
De	Development Permit Application Fee:				
	For Office	Use Only			
Ro	II #:	Development Permit #:			
Вι	ilding Permit Required? (Y/N)	Business License Required? (Y/N)			
Da	te Submitted:	Fees Paid? (Y/N)			
<ul> <li>Services, the application will be deemed to be refused. A Development Appeal Board within 14 days.</li> <li>5. A Development Permit shall be deemed void after 12 mg.</li> <li>6. A Development Permit is NOT a Building Permit or a Bust Development Permit application does not excuse the applicant from Federal licenses, nor does it excuse the applicant from Federal licenses or requirements.</li> <li>7. This Development Permit does not override conditions of controls, or agreements affecting the building and/or lart and all conditions affecting a building and/or land.</li> <li>I have read, understood, and agree to the above information.</li> </ul>		the appeal period has expired or until any appeals have odivision and Development Appeal Board (SDAB). The application was deemed complete by Development An appeal may then be made to the Subdivision and conths of no progress. The iness License. Any approvals granted regarding this plicant from applying for the necessary Building Permits or abiding by other applicable Municipal, Provincial, and/or of any easement, restrictive covenant, architectural			
	Application Screened for Completion By:				
	(Development Officer/Planner)				



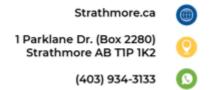
# **Development Permit Application Checklist**

All information in the following checklist must be attached to every Development Permit application. **THIS LIST MUST BE SIGNED AND SUBMITTED WITH THE APPLICATION FORM**.

	Required Documentation and Information				
Applicant	Office				
0	0	Certificate of Title dated within 30 days of the date of your application submission			
0	0	Copies of all instruments and documents registered on the Certificate of Title			
0	0	Owner Authorization Form (see Form 3)			
0	0	Right of Entry Form (see Form 3)			
0	0	Affidavit of Corporate Signing Authority (Form 4) (if required)			
0	0	Development Permit Application Fee			
0	0	Complete Site Plan (2 copies) that includes the following:			
0	0	a. North Arrow and Key Map (showing adjacent properties within 50m of the site)			
0	0	b. Address, Legal Description, Property Lines, Lot Area, Site Width, and Site Depth			
0	0	c. Utility Rights-of-Way and Easements			
0	0	d. Outlines of all buildings (including accessory buildings) with setbacks from property lines			
0	0	e. Adjoining streets, sidewalks, curb cuts, retaining walls, fencing, and garbage collection			
0	0	f. Parking, loading areas, drive aisles, circulation roads, driveway flares, vehicle maneuvering			
0	0	g. Landscaping Area, including existing and proposed trees, shrubs, and vegetation.  Landscaping must be consistent with the Landscaping requirements in the Land Use Bylaw.  Note: Applicants must provide a Contractors Quote and 100% Landscaping Security.			
0	0	h. Public amenities located within six (6) metres of the subject property (see Form 5)			
0	0	i. If change of use is within a suite/bay, identify the uses in the other suites/bays			
0	0	<b>Floor Plans (2 copies)</b> (if change of use is within a suite/bay, only submit the floor plan of the suite/bay where the use is changing.			
0	0	a. Total floor area (square metres)			
0	0	b. Outline and dimensions of all buildings including projections, doors and windows			
0	0	c. Location of all interior walls and service and mechanical rooms for labels on all rooms			
0	0	d. Indoor and outdoor seating plans for all public use (if applicable)			

0	0	Elevation Drawings (2 copies) (If changing exterior of building)
0	0	<ul> <li>Building facades, including windows, doors, projections, architectural detail including colour and materials</li> </ul>
0	0	b. Dimensions of buildings, including projections and labels for all external materials
0	0	c. Location and size of all rooftop mechanical equipment ad screening details
0	0	d. Elevation drawings showing facades, fences and retaining walls proposed for the site
0	0	Sign Drawings – if also applying for signage (2 copies)
0	0	a. Copy to be placed on all signs including sign height and dimensions
0	0	b. Colours and materials of all signage structures
0	0	c. Details of illumination (backlit fascia signage is prohibited in the CB District)
0	0	d. Labels on every element of the signage application
0	0	Off-Site Levies (if required)
0	0	City of Calgary Growth Charge (if required)
0	0	Digital Copies of the Entire Application Package
0	0	Traffic Impact Analysis, Geotechnical Analysis, Stormwater Management Report (if required)
0	0	Fire Safety Plan (see Form 7) Note: The Town will also accept this at the Building Permit stage
NOTE:	The Deve	lopment Officer/Planner may request additional information beyond the checklist requirements.
NOTE: By	signing y	our name on the signature line below, you agree that all information submitted on this form is true.
Owner/Applicant Signature Date		
		Screened for Completion By:  Date  Dipment Officer/Planner)



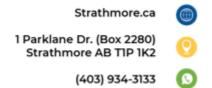


# Right of Entry & Owner Authorization Form

All information in the following form must be filled-out and submitted with every Development Permit application.

OWNER AUTHOR	IZATION
I/We	
Print name(s) of regis	tered owner(s)
Being the registered owner(s) for	
Legal descri	otion and/or municipal address of land
Do hereby authorize	
Individual or f	rm making application
To submit a Development Permit application on our behalf for the	above described property.
Owner Signature	Date
RIGHT OF EN	TRY
I/We	
Print name(s) of regis	tered owner(s)/applicant(s)
Being the registered owner(s)/applicant(s) for	
Lego	al description and/or municipal address of land
Do hereby authorize representatives of the Town of Strathmore to site inspection(s) to evaluate the proposed development and to enthe event the Development Permit application is approved.	· · · · · · · · · · · · · · · · · · ·
To submit a Development Permit application on our behalf for the	above described property.
Owner/Applicant Signature	Date





# Affidavit of Corporate Signing Authority

	, of	make oath and say:
<ol> <li>I am an officer</li> </ol>	or director of	being the corporation named in the Land
Use Rezoning ,		r Development Permit application as submitted to the
• •	ized to sign the Land Use Rezoning / Subdition on behalf of the corporation without a	ivision / Area Structure Plan / and/or Development affixing a corporate seal; and
	Subdivision / Area Structure Plan / and/or	act on behalf of the corporation regarding the Land r Development Permit application(s) without affixing a
I hereby appoi	nt	as our agent for the abovementioned application(s)
If Corporate se	al is not used	
SWORN before	me at)	Print Name
In the	)	
This day	ofA.D. 20)	
	·	Signature
		Affix Corporate Seal here
	)	
Commissioner		
	of Oaths	



	Strathmore.ca
0	1 Parklane Dr. (Box 2280) Strathmore AB TIP 1K2
0	(403) 934-3133

# **Public Amenities Disclosure**

This form must be filled-out and submit as part of every Development Permit application.

1.	<ol> <li>Is there any Town owned land, public amenities, or have Final Acceptance property by the Town of Strathmore adjacent to the proposed developm Strathmore's Development Services if you are unsure of the status of Final neighbourhood.</li> </ol>	nent? Please contact the Town of
	YES	NO
2.	2. If you answered YES to question #1, please provide a detailed description within six (6) metres of the proposed development. Please ensure these submitted as part of your Development Permit Application. E.g. benches, boxes, curbs, deep services, roadways, traffic control devices etc.	features are included on the Site Plan
3.	<ol> <li>If you answered YES to question #1, please describe your plan to mitigat occur during site demolition and/or construction.</li> </ol>	e damages to these features that may
-	Owner/Applicant Signature	Date



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# Fire Safety Plan

### PLEASE CONTACT A PLANNER/DEVELOPMENT OFFICER TO DISCUSS THE REQUIREMENTS FOR YOUR FIRE SAFETY PLAN

All information in the following form must be part of a development application. Note: The Town will accept a Fire Safety Plan at the Development Permit or Building Permit stage of development.

- Alberta Fire Code 2014, Division B, Section 5.6. This Section applies to buildings, parts of buildings, and associated areas undergoing construction or demolition operations including renovations.
- Alberta Fire Code 2014, Division B, Section 5.6.1.3. (1)(2) Prior to the commencement of construction or demolition operations, a Fire Safety Plan shall be prepared for the site.

The Fire Safety Plan will be site specific and may be reviewed at any time by the authority having jurisdiction. (Fire Department – Fire Safety Codes Officer) Fire Safety Plan should be reviewed and updated as the construction site progresses. The (General) Contractor, as a representative of the owner, is responsible for the Fire Safety Plan until occupancy.

		A Fire Safety Plan should include but is not limited to the following information.
1.	Emora	ency Procedures to be used in THE EVENT OF AN EMERGENCY
1.	•	•
		Sounding of the fire alarm (horn). Who is the designate and backup person
		Notify the fire department (911). Who is the designate and backup person
		Instruction for site personnel to follow when an alarm is sounded.
		Are exit routes clearly identified within the site or from floors.
		Designated gathering location, off site.
		List of personnel on site, updated and current - you should know who is on site.
		Person assigned to meet the fire department and give information.
		<ul> <li>Where is the fire or injury located on site</li> </ul>
		☐ Is everybody on site accounted for
		Assigned site fire warden(s), various trades represented.
		Directions and training on confining or controlling the fire.
2.	Trainin	g of site personnel on evacuation procedures including:
		Site orientation.
		Regular site fire safety meetings incorporated into regular safety meetings.
		Simulated fire drills as applicable and warranted.
		The state of the s
3.	Assigne	ed site personnel responsible to install and maintain fire safety duties such as:
		Control of combustibles on the site and around the buildings.
	_	General site housekeeping.
		, -
		Removal of excess garbage material on a regular basis.

	Ц	Maintain separation of combustibles from open flame devices.
		Maintain clear unobstructed access for fire department apparatus and to hydrants.
		Maintaining and operation of at least one exit from every floor.
		Separation of access routes from materials stored on site, combustibles, etc.
		Parking of vehicles or delivery trucks directed so as not to obstruct fire department access to the site and
		buildings. (offsite parking and storage may be considered)
4.	Firefigh	nting Services – hydrant, Siamese, sprinkler, temporary access route
		Installed, tested, and activated at the start of construction
		Maintained and accessible for fire fighters
		Access to the building – listing primary and secondary access points
		Firefighting services (standpipes, hydrants) are in place, are they accessible
		Provide drawings showing location of firefighting systems as they are operational.
		The site properly addressed and the sign visible and legible to emergency crews
5.	Fire Ext	tinguishers:
		Sufficient numbers on site
		Up to date, serviced within the last year
		At or near gas or propane fuel operated equipment
		Mounted, with proper signage, at exit locations or required travel distance on site
		Adjacent to any hot works operations – cutting torch, welding or torching
6.	Hot wo	orks operations:
		The area shall be clear of flammable and combustible materials
		Fire watch assigned during hot works operation and for a period of 60 minutes after its completion.
		A final inspection of the hot works area 4 hours after completion
		Are the hot works in the proximity of combustible or flammable materials, have provisions been made for
		protection of such materials by noncombustible materials, thermal barrier or other means.
		Work being performed by trained or certified personal
		A fire extinguisher present at all times
		Proper ventilation, as required
		Are there hot tar pits on site c/w extinguishers, trained personnel, and located away from combustible
		materials?
7.	Flamm	able and Combustible Storage
		Storage area separated from combustible material by 3m
		Storage area locked and vented
		Storage area protected from vehicular/ industrial motorized traffic
		Portable pressurized (new or use) cylinders secured when not in use
		Area has proper signage or placard in place
		A current or updated list of dangerous goods on site
		A portable extinguisher in close proximity to storage and work areas
		Storage area away from egress and access routes to the site
8.	Securit	v
٠.		Is there 24-hour security on site, by locked gate, nightly rounds, or on-site provisions

hours or in emergency situations?

The Municipal Coversment Act outbasines consider for the surpose of a development possible at the Exception of Information & Development and Information & Development & Developm

9. Contact Personnel

□ Is there a list of names, addresses, and telephone numbers of persons to be contacted during non-operating

This information is being provided for the construction industry as an aid in preventing injury and fires in and around construction sites and to address life and property fire safety issues. Keeping in mind it is the <u>sole responsibility of the owner</u> or representatives of the owner to be aware of all regulations within the jurisdiction and to carry out or make provision to adhere to the various codes and standards applicable to their project or business.

For further information, assistance or to arrange for a site visit contact your local Fire Inspection Officer or the Authority Having Jurisdiction. (403) 934-3022