

Development Application Checklist

Multi-Family, Commercial, Industrial, and Public Use Developments

Project Address

Access Code

Base Requirements

One digital copy (PDF form) of each of the following:

| | | | |
|------------------------------------------------|--------------------------|------------|--------------------------|
| Site Plan | <input type="checkbox"/> | Office Use | <input type="checkbox"/> |
| Floor Plans | <input type="checkbox"/> | | <input type="checkbox"/> |
| Building Elevation Drawings | <input type="checkbox"/> | | <input type="checkbox"/> |
| Landscape Plans | <input type="checkbox"/> | | <input type="checkbox"/> |
| Civil Site Plans | <input type="checkbox"/> | | <input type="checkbox"/> |
| Certificate of Title (within the last 30 days) | <input type="checkbox"/> | | <input type="checkbox"/> |
| Abandoned Wells Confirmation | <input type="checkbox"/> | | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | | <input type="checkbox"/> |
| Completed Application Form | <input type="checkbox"/> | | <input type="checkbox"/> |
| Application Fee | <input type="checkbox"/> | | <input type="checkbox"/> |

Base Information

Every Page of the submitted plans and drawings must contain the following information:

- Legal Information
- Municipal Address
- Drawing Date and Number
- Drawing Scale
- Project Name/Description

Specific Information

Site Plan

1. Must be oriented with north at the top of the page and show a north arrow

2. Must indicate in a text block:

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|------------------------------------------------------------------------|--------------------------|------------|--------------------------|
| the proposed land use(s) | <input type="checkbox"/> | Office Use | <input type="checkbox"/> |
| the proposed density | <input type="checkbox"/> | | <input type="checkbox"/> |
| the parcel area, parcel coverage | <input type="checkbox"/> | | <input type="checkbox"/> |
| total net and gross floor areas | <input type="checkbox"/> | | <input type="checkbox"/> |
| net and gross floor areas broken down by use | <input type="checkbox"/> | | <input type="checkbox"/> |
| number of residential units broken down by number of bedrooms per unit | <input type="checkbox"/> | | <input type="checkbox"/> |
| number of regular and number of barrier-free parking spaces | <input type="checkbox"/> | | <input type="checkbox"/> |

3. Shows dimensions in metric and identifies:

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| the subject parcel lines dimensioned in accordance with the registered plan | <input type="checkbox"/> | Office Use | <input type="checkbox"/> |
| the abutting road ROWs and the adjacent and opposite parcels and driveway entrances to the same | <input type="checkbox"/> | | <input type="checkbox"/> |
| all easements, utility ROWs, and other applicable encumbrances | <input type="checkbox"/> | | <input type="checkbox"/> |
| the boulevards abutting the subject parcel including the existing or future; boulevard trees, sidewalks, curbs, light standards, hydrants, utility installations, and transit stops | <input type="checkbox"/> | | <input type="checkbox"/> |
| all the existing and proposed buildings on the subject parcel | <input type="checkbox"/> | | <input type="checkbox"/> |
| the building setback distances and separation distances measured in accordance with the LUB definitions and shown with a dimension line | <input type="checkbox"/> | | <input type="checkbox"/> |
| all driveways, vehicle stacking distances, parking areas, maneuvering aisles, parking spaces (including barrier-free spaces) and loading docks/bays, landscaped and non-landscaped parking islands, and parking space signage | <input type="checkbox"/> | | <input type="checkbox"/> |
| all large-vehicle movements paths and a 12m centre-line turning radius for fire trucks | <input type="checkbox"/> | | <input type="checkbox"/> |
| the on-site and off-site connection sidewalks and pathways, centre-walks, curb ramps, crossing table, and identifying the slopes and cross-slopes of the same, and all pedestrian-crossing pavement markings, detectable warning surfaces, and pedestrian signage | <input type="checkbox"/> | | <input type="checkbox"/> |
| bicycle parking and storage facilities | <input type="checkbox"/> | | <input type="checkbox"/> |
| the location of transit stops | <input type="checkbox"/> | | <input type="checkbox"/> |

Any personal information collected on this form is collected under the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits and planning & development purposes. Please Note that such information may be made public. If you have any questions about the collection, use, or disclosure of the personal information provided, please contact Information Management at 910 4 Ave S, Lethbridge, AB, T1J 0P6 or by phone at 403-329-7329

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3. Shows dimensions in metric and identifies (*continued*):

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| all areas to be landscaped | <input type="checkbox"/> |
| the garbage containment areas | <input type="checkbox"/> |
| any outdoor storage areas | <input type="checkbox"/> |
| the snow stock-pile areas | <input type="checkbox"/> |
| the locations of group mailboxes and vehicle pull-outs | <input type="checkbox"/> |
| the location of existing and/or proposed signage | <input type="checkbox"/> |
| the locations and type of site lighting | <input type="checkbox"/> |
| the existing and/or proposed above ground utility structures | <input type="checkbox"/> |
| the proposed construction laydown area, job shacks, and worker parking | <input type="checkbox"/> |

Office Use

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Floor Plans

Shows dimensions in metric and identifies:

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| the layout of each floor including all door and window openings | <input type="checkbox"/> |
| the use of each area | <input type="checkbox"/> |

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Building Elevation Drawings

Shows in colour, dimensions in metric, and identifies

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| all building faces and grade lines with geodetic elevations noted | <input type="checkbox"/> |
| the roofs, eave overhangs, roof slope and roof structures | <input type="checkbox"/> |
| the building height the peak of the roof measured in accordance with the LUB definition for height, for all building faces | <input type="checkbox"/> |
| existing and/or proposed fascia signs, canopy signs, roof signs projecting signs, or roof signs | <input type="checkbox"/> |
| the façade finish materials and colour | <input type="checkbox"/> |
| a detail of any proposed free-standing sign | <input type="checkbox"/> |

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Civil Site Plan

Shows in colour, dimensions in metric, and identifies

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| the proposed grading including geodetic elevations points at the corners of the building, at the corners of the parcel, along the parcel edges where sidewalks and driveways intersect with the right-of-way, at the curb line and centre-line in the right-of-way, and at the curb line of the right-of-way opposite from where the sidewalks and driveways emerge from the site | <input type="checkbox"/> |
| on-site storm retention areas and volume calculations | <input type="checkbox"/> |
| the location of catch basins, swales or drainage channels and geodetic elevations of the same | <input type="checkbox"/> |
| the locations of existing and proposed overhead and underground electrical services including transformer locations | <input type="checkbox"/> |
| the locations of existing and proposed utility service lines and their capacity and connections points | <input type="checkbox"/> |
| a description of the volume and characteristics of sanitary and storm discharge | <input type="checkbox"/> |
| the location of any proposed on-site fire hydrants | <input type="checkbox"/> |
| the location of premise isolation installations | <input type="checkbox"/> |

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Landscaping Plan

Must correspond with the submitted site plan and show dimensions in metric and identify:

1. Overall Layout:

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| the existing and proposed topography indicating storm water retention areas | <input type="checkbox"/> | Office Use |
| the existing vegetation indicating what is to be retained and what is to be removed | <input type="checkbox"/> | |
| the location of utility right-of-way, underground utilities and other underground structures and installations | <input type="checkbox"/> | |
| the location of buildings and sidewalks (no setback dimension lines) | <input type="checkbox"/> | |
| the building height the peak of the roof measured in accordance with the LUB definition for height, for all building faces | <input type="checkbox"/> | |
| the location of hard structural elements such as retaining walls, fences, walkways, patios, and other hard surface areas and noting the materials and finishes | <input type="checkbox"/> | |
| the location of both individual and group amenity spaces (unit patios, playgrounds, open space, etc.) | <input type="checkbox"/> | |
| the location of garden elements and structure such as gazebos, fountains, benches, sculptures, and sheds and noting materials and finishes | <input type="checkbox"/> | |

2. Planting Plan:

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| the location and layout of berms, planting beds, plants, lawns, ground covers, and mulch (organic and inorganic) | <input type="checkbox"/> | |
| plants drawn at mature size, sufficiently differentiated with symbols and keyed to the plant list | <input type="checkbox"/> | |
| a plant list identifying the plants by common and Latin names, the quantity of each plant, and the plant size at time of planting | <input type="checkbox"/> | |
| the underground irrigation plan | <input type="checkbox"/> | |

3. Elevation Views

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| a colour rendering of garden elements and structures such as gazebos, benches, fences, gates, special lighting features, fountains, sculptures, etc. and noting the materials and finishes | <input type="checkbox"/> | |
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