Lethbridge

Development Application Checklist

Change of Use

Project Address

Base Requirements

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

Site Plan		
Floor Plans		
Other		
Completed Application Form		
Application Fee		

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:

the proposed land use(s)		
the parcel area		
number of regular parking spaces		

Office Use

Access Code

information:

Base Information

Legal Information
Municipal Address
Drawing Date and Number

• Project Name/Description

• Drawing Scale

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

3. Shows dimensions in metric and identifies:

ne abutting road ROWs and the adjacent and opposite parcels and driveway entrances to the same	
ll easements, utility ROWs, and other applicable encumbrances	
ll the existing buildings on the subject parcel	
ne building setback distances and separation distances measured in accordance with the LUB definitions and hown with a dimension line	
ll driveways, vehicle stacking distances, parking areas	
ne on-site and off-site connection sidewalks and pathways, centre-walks, curb ramps, crossing table, and identify- ng the slopes and cross-slopes of the same, and all pedestrian-crossing pavement markings, detectable warning urfaces, and pedestrian signage	

Floor Plans

Shows dimensions in metric and identifies:

the layout of each floor including all door and window openings		
the use of each area		
a key plan of all units within the building indicating square footage of each unit and occupant		

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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