

DEVELOPERS CHECKLIST

SIMPLIFIED FOR SINGLE FAMILY/DUPLEX DEVELOPMENT

The following list is provided as a guideline for possible development requirements, fees and charges. If you have any questions about your development please contact the Planning and Development Department at 780-672-4428.

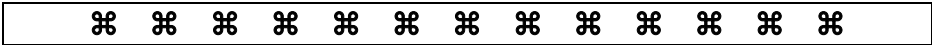
The following information must be submitted for a development permit application:
 (Any application determined to be incomplete (including payment of application fee) will be rejected and returned to sender.)

- Completed Development Permit Application Form
- A Site Plan, (completed by an Alberta Land Surveyor, Engineer or Architect) showing the following.....
 - north arrow
 - scale of plan
 - legal description
 - municipal address
 - fully dimensional parcel boundaries
 - front yard, side yard, and rear yard dimensions
 - location of sidewalks and curbs (existing and proposed)
 - location and dimensions of parking areas
 - location of buildings (existing & proposed) with front, side, and rear yard dimensions
 - existing easements (shown and labeled)
 - proposed grade and drainage of the property
 - location of service connections (existing and proposed)
 - landscaping plan (including fencing and garbage containment if applicable (Duplex only))
- Two copies of Building Plans and Profiles (including height dimensions)
 - Note: Full Construction Drawings may not be required for Development Permit Approval
- Owner's consent to develop the property (if the applicant is not the owner)
- Recent copy of the title (if not provided at time of application, the City will obtain title at a fee of \$10.00 to the applicant)
- Development Permit Application fee

The Developer is responsible for the provision of adequate:

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Water Service <input type="checkbox"/> Sanitary Service <input type="checkbox"/> Storm Water Management/Service <input type="checkbox"/> Roadway/Lanes (access & egress) <input type="checkbox"/> Sidewalks, Curbs & Gutters | <ul style="list-style-type: none"> <input type="checkbox"/> Non-municipal services (ie Gas/Power/Telephone/Cable) <input type="checkbox"/> In the event that a proposed development is unusual in nature, the Development Officer may request other additional information |
|---|--|

* improvements may be located on municipal lands to municipal standards at the developer's expense.



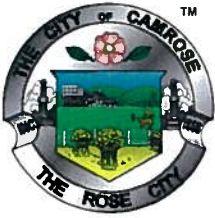
Fees and Charges to Consider:

- Building, Electrical, Plumbing & Gas Permits
- Development Fund Charges
- Damage Deposit

Supplementary Items to Consider

- Relaxation & Fees
- Re-designation & Re-designation Fees
- Subdivision & Subdivision Fees

This checklist has been developed for general information only, it has no legal status. The City of Camrose accepts no responsibility to persons relying exclusively on this information.



FEES AND CHARGES

BY-LAW # 2570/07

PLANNING AND DEVELOPMENT

Development Permits	
Single Family Dwelling	\$100.00
Multi Family Dwellings *	\$200.00 plus \$ 50.00/dwelling unit (to a maximum of \$5,000.00)
Commercial, Industrial Institutional *	\$200.00 Application fee plus \$1.00/m ² (to a maximum of \$5,000.00) If the lot is zoned institutional but the primary use is residential, the Multi Family Dwelling fees will apply.

Note: An administrative fee of \$200.00 may be applied (at the discretion of the Development Officer) if work has commenced on a project prior to issuance of a development permit, or if an amendment is made to the application after formal submission.

Other Development Fees		
Land Use Bylaw Amendment	\$800.00	
Subdivision or Development Appeal Fee	\$ 200.00	
Special Development Allowance	Single Family Dwelling	\$100.00
	Other	\$200.00
Letters of Conformance	Single Family Dwelling	\$ 75.00
	Other Development	\$150.00
	Rush Service (2 days)	\$ 50.00 surcharge
Fence Permit	\$10.00	
Deck Permit	\$25.00	
Sign Permit	\$50.00	
Accessory Buildings	\$50.00	
Additions to single family dwellings	\$50.00	
File Search	Single Family Dwelling	\$ 50.00
	Other	\$ 75.00
Subdivision Fees (includes Bareland Condominiums)	Application Fee	\$200.00
	Plus Fee per lot created	\$100.00 per lot, **
	Endorsement Fee	\$100.00 per lot, **
** These fees do not apply to Municipal Reserve Lots (MRs) or Public Utility Lots (PULs)		
Condominium Conversion	Endorsement Fee of \$40.00 per unit for each residential, commercial or industrial unit	
Development Agreement	\$ 1,000.00 (amendment to agreement \$800.00)	

- I. For discretionary uses, or in Direct Control Districts a \$ 65.00 Advertising Fee will be added to the applicable fee.
- II. An additional Administration and Inspection Fee may be charged at the Development Officer's discretion.



CITY OF CAMROSE
APPLICATION FOR A
DEVELOPMENT PERMIT
 (TO BE COMPLETED BY THE APPLICANT)

Development Permit Application Number:	_____
Legal Description:	Lot: _____ Block: _____ Plan: _____
Application Fee	_____
Receipt Number	_____
Roll #	_____
Land Use District:	_____
GL#:	1.1.6100.0306

I/We hereby make application for a Development Permit under the provisions of the Land Use Bylaw as amended in accordance with the plans and supporting information submitted herewith, and which form a part of this application.

Applicant: Name: _____ Telephone: (____) _____
 Address: _____

EMAIL: _____

Interest of Applicant: *(if not Owner, please provide authorization to make this application)* _____

Land Owner: _____ Telephone: (____) _____

Address: _____

(Name and address as registered with Land Titles)

(i) Municipal Address _____

(ii) Legal Description _____

(iii) Current Development **and** use of property: _____

(iv) Proposed Development **and** use of property: _____
(Use separate paper if required)

(v) Gross Site: Area: _____

(vi) Gross Floor Area: _____
 (definition : see reverse)

(vii) Proposed Yards: Front: _____ Side: _____ Side: _____ Rear: _____

(viii) Proposed Height of Buildings: _____
 (definition: see reverse)

(ix) Proposed Number of On-Site Parking Stalls: _____

(x) Proposed Number of Off-Street Loading Stalls: _____

(xi) Proposed Commencement Date: _____

Estimated Completion Date: _____

Estimated Construction Cost: _____

NOTES:

- (1) Every Development Application shall be completed and submitted in accordance with Part Three, Section 3.03 of the City of Camrose Land use By-Law as amended (see reverse for details).
- (2) Failure to comply with this form fully and lack of the required information and plans may cause delays in processing this Development Application.
- (3) An Application for Development Permit shall, at the option of the applicant, be deemed to be refused when the decision of a Development Officer is not made within forty (40) days of receipt of the Application.

This development application and the plans and information attached hereto have been completed and prepared in accordance with the provisions of the City of Camrose Land Use Bylaw as amended, and represents a true and accurate description of the proposed development on the above noted lands.

 Applicant's Signature

 Date of Application

The information contained in this application is collected under the authority of the *Freedom of Information and Protection of Privacy Act* and shall only be used for the purpose for which it was collected.

CITY OF CAMROSE LAND USE BY-LAW: PART THREE

3.03 Development Permit Applications

- (a) An application for a development permit must be made by the registered owner of the land on which the development is proposed, or by a person acting on his behalf, to the Development Officer by sending to him:
- (1) the information required by Subsection (b);
 - (2) such development fee as is prescribed in the Fees and Charges – Planning and Development By-Law as amended;
 - (3) such other information or completed documents as may be required.
- (b) Unless the Development Officer specifies that any one or more of the following items need not be sent to him, the following information is required when an application for a development permit is made:
- (1) site plans, in duplicate, prepared by an Alberta Land Surveyor, Engineer, or Architect showing:
 - (i) north point;
 - (ii) scale of plan;
 - (iii) legal description of the land on which the development is proposed;
 - (iv) municipal address (if any);
 - (v) front yard, side yard and rear yard requirements shown and labelled;
 - (vi) location of sidewalks and curbs;
 - (vii) location of any building (dimensioned to the boundary lines of the lot) including utility poles, retaining walls, trees, landscaping and other physical features both existing and proposed on the lot;
 - (viii) dimensioned layout of any garage or on-site parking areas, entrances and exits, abutting public roadways shown and labelled and existing utilities in public roadways;
 - (ix) all easements shown and labelled;
 - (x) proposed grade and on site drainage of the lot;
 - (xi) location of service connections.
 - (2) a certificate of title;
 - (3) a description of the development proposed;
 - (4) a description of the landscaping proposed, both during and after development;
 - (5) a set of plans in duplicate showing floor plans, elevations and perspective relationship of the building to adjacent buildings including a description of the exterior finishing materials of adjacent buildings and the proposed exterior finish of the proposed buildings;
 - (6) evidence that the applicant is the registered owner of the land on which the development is proposed or is a person authorized to apply on behalf of the registered owner.
- (c) The Development Officer may require the applicant to supply a Real Property Report, in duplicate, prepared by an Alberta Land Surveyor, of the lot on which the development is proposed.
- (d) Drawings required to be submitted to a Development Officer shall be drawn on substantial standard drafting material to a scale of not less than 1:100 or such other scale as the Development Officer may approve and shall be fully dimensioned, accurately figured and lettered, explicit and complete.
- (e) In the event that a proposed development is unusual in nature, the Development Officer may require any or all of the following:
- (1) an engineering estimate of the use or impact upon municipally owned and operated utility system;
 - (2) an economic impact analysis of the development upon the City;
 - (3) an analysis of the impact of the traffic generated as a result of the development;
 - (4) a letter of security to insure the completion of the development.

3.12 Development Permit Conditions

The conditions that the Development Officer may impose on a development are, in part, as follows:

- (a) a condition that a Development Agreement or Letter of Intent and Undertaking be executed, and which may require a bond, or irrevocable letters of credit or such other assurance as is necessary in order to guarantee that the development will be carried out in accordance with the development permit, any Council resolution, or condition imposed by the Development Officer, or this By-Law, any other statutory plan or By-Law enacted by City Council;
- (b) conditions for the repayment of all costs directly incurred or to be incurred by the City of Camrose as a result of such development;
- (c) conditions, governing the location of any building on a lot, its design, character and appearance;
- (d) conditions respecting the landscaping of the lot during and after the development on it;
- (e) a condition governing the time within which a development or any phase of it must be completed;
- (f) conditions governing the grading of a lot and such other matters as are necessary to protect the lot or protect the lot from other lots, or protect other lots from the lot being developed;
- (g) conditions that the Developer construct or pay for the construction of such municipal improvements, public roadway, parking facilities or roads required to give access to the development or subdivision, including roadways adjacent to, or leading up to or providing access to the lands on which the development or subdivision is proceeding, all as the Development Officer or the City Council in their discretion may determine;
- (h) conditions whereby the Development Officer may require that a Restrictive Covenant be executed by the Developer and registered against the appropriate lands with respect to any parking facilities to be supplied as a result of a condition of the development;
- (i) conditions whereby the Developer is to pay such charges, fees, costs or levies as have been imposed by City Council by resolution or by By-Law and as well, the Development Officer may impose a condition that any sums of money due and owing to the City which remain unpaid after the date upon which the said sums of money were to have been paid, accrued interest thereon at a rate to be determined by resolution by City Council;
- (j) such other conditions as are necessary to ensure that this By-Law is complied with, and that the development will conform with the City of Camrose Municipal Development Plan, and Council Resolution, and any other statutory plan enacted by the City Council.

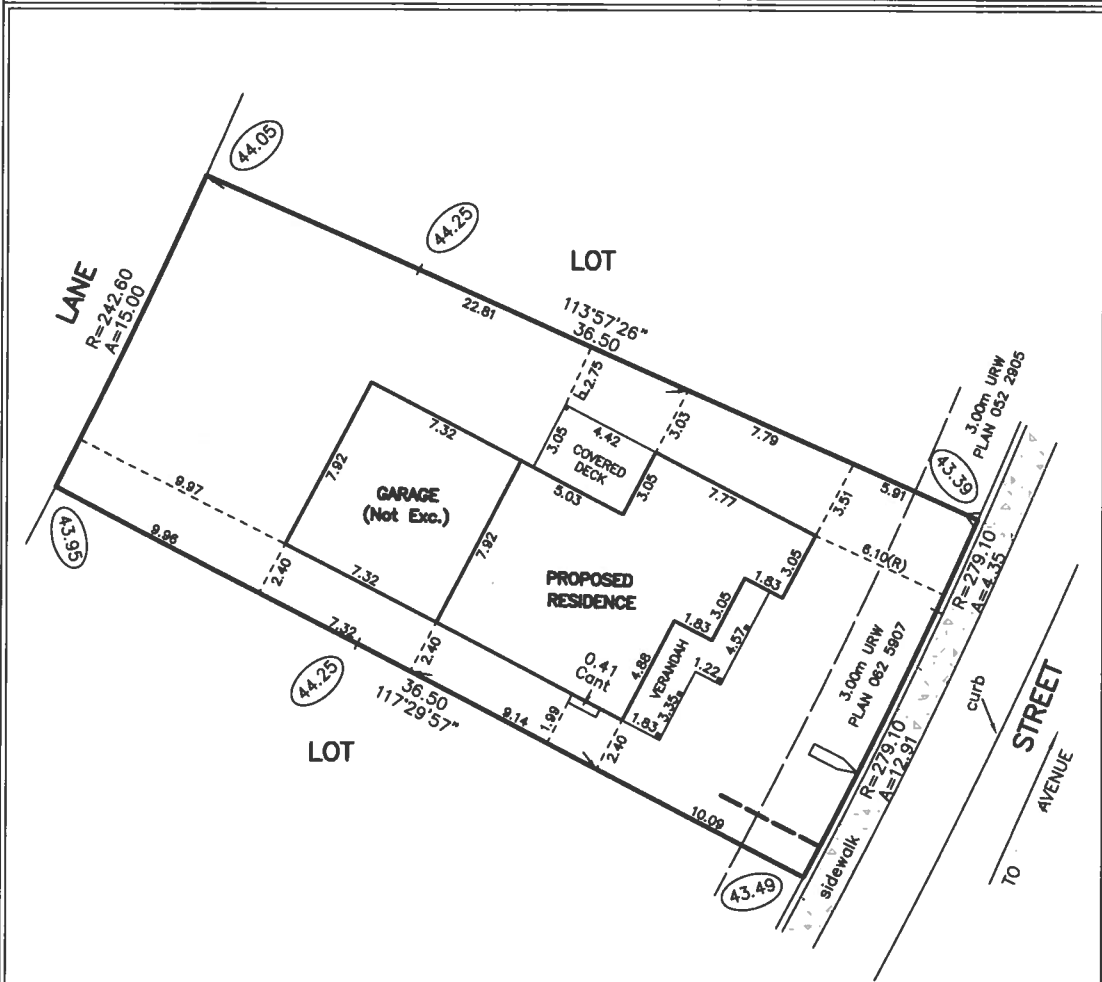
Definitions

“Building Height” means the vertical distance measured from the finished grade at the front of the building to the highest point of the roof for flat roofs, and to the top of the ridge on all other roofs;

“Gross Floor Area” means the total area of all floors in a building, above and below ground, measured to the extreme outer limits of the building

SAMPLE PLOT PLAN

ALBERTA LAND SURVEYORS



NOTE: THE PROPOSED ELEVATION OF THE HOUSE IS IN ACCORDANCE WITH THE LOT GRADING PLAN GRADES ARE THE DESIGN OF OTHERS AND ALTHOUGH CARE HAS BEEN TAKEN TO ENSURE THAT INFORMATION SHOWN IS CORRECT AND CURRENT, REVISIONS MAY OCCUR AT ANY TIME.
CALL ALBERTA 1st CALL PRIOR TO EXCAVATION



DWELLING AREA = 159.70 m²
LOT AREA = 588.79 m²

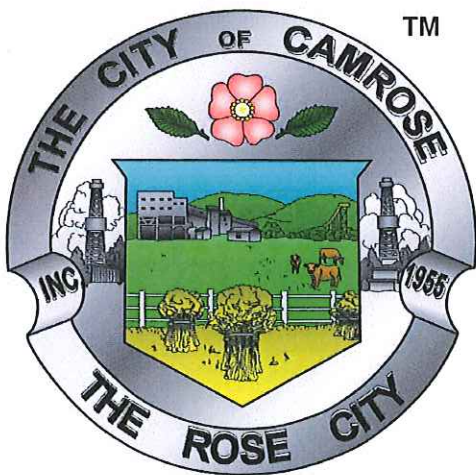
LOT	BLK.	PLAN	SUBDIVISION VALLEYVIEW STAGE 3	BUILDER OR OWNER
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SCALE 1: 250	JOB NO.	DATE:	ADDRESS CAMROSE
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SANITARY SEWER INVERT AT PROPERTY LINE = 40.429 FINISHED FLOOR ELEVATION = 45.35 FINISHED GRADE FRONT OF HOUSE = 44.00 FINISHED GRADE BACK OF HOUSE = 44.40 GARAGE FLOOR ELEVATION= 44.40 AT OVERHEAD DOOR BOTTOM OF FOOTINGS = 42.25 HOUSE MODEL: TWO STOREY	CC LOCATION HYDRANT SERVICE PEDESTAL STREET LIGHT TRANSFORMER POWER CONNECTION SEWER AND WATER SERVICE COMMUNITY MAILBOX	☒ ⊕ △ ⊗ □ --- ⊃ M	DATE REVISIONS	DRAWN BY: CHECKED BY:
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NOTE: ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF.
ALL GRADES ARE IN METRES AND DECIMALS THEREOF.
THIS PLAN IS SUBJECT TO APPROVAL OF LOCAL APPROVING AUTHORITY.

City of Camrose
Lot Grading Policy
For
Single Family Dwelling
And
Duplex Developments



Engineering Services
Mirror Lake Centre
5415 – 49 Ave.
Camrose AB, T4V 0S8
Ph# (780)-672-4428
Fax# (780)-672-6316

Revised 13 May 1999

DEFINITIONS: (All words defined in this section will be in italics).

Benchmark: The bench mark for all lots shall be the top of the back of the sidewalk where it intersects with an extension of the left property line when facing the lot from the front street.

Building Elevation Certificate: May be prepared by the builder or owner and shall indicate all elevations in relation to the benchmark.

Certification of As Built Grades: Certificate showing all elevations and relevant slopes in relation to site grading. (See "Final Lot Grading Approval").

Swale: Concrete drainage swale or grassed area between two adjacent properties constructed at a specified grade to facilitate and control the flow of water.

LOT CORNER ELEVATIONS:

Developers shall provide lot grading plans showing the finished lot corner elevations and the direction of drainage flow along each property line for all lots. These plans shall be submitted as a condition of subdivision and shall be submitted prior to plan endorsement.

For existing lots, the developer shall provide to the City at the time of development application, a lot grading plan showing the finished lot corner elevations and the direction of drainage flow along each property line.

INTERIOR LOT DESIGN:

Interior lot grading design shall be the responsibility of the property owner and will be subject to the review of the Development Officer.

The interior lot grading design must provide the following slopes:

- if sod or landscape, a minimum grade of 10% from the foundation for a distance of 2 m or to the property line, then 2% for the remainder of the area to the property line,
- if hard surfaced and impervious (driveway and sidewalks), a minimum grade of 5% from the foundation for a distance of 2m or to the property line, then 2% for the remainder of the area to the property line.
- an average of 2% along the common swale between lots on sod with no portion being less than 1.5%,
- not less than 0.5% along the common swale between lots on concrete or asphalt paving.

NOTES:

- For lots grading completely in one direction (front to back or back to front) the swales shall be designed to provide for water to be channeled away from the foundation.
- The development officer may modify these requirements under special circumstances (i.e. large acreage type lots).

SUBMISSION FOR DEVELOPMENT:

Two complete sets of building drawings including the following:

- The size and lowest elevation of all basement windows.
- Height of foundation wall.
- The dimension from the top of the finished floor to the bottom of the basement windows.

Site plan indicating the location of the building on the property, and the following elevations:

- all lot corners,
- the grade break point of swales,
- top of the footing,
- finished basement floor,
- finished main floor,
- finished garage floor.

SITE PREPARATION:

The location of the building on the property and the depth of excavation, top of footing, finished basement floor, finished main floor, and finished garage floor shall conform to the approved lot design.

EXCAVATION:

At any time during or after excavation if any indication of groundwater, or disturbed soil conditions are encountered the City Building Inspector shall be notified immediately. Footings shall not be constructed until the excavation is reviewed.

HOME CONSTRUCTION:

Prior to pouring footings any indication of groundwater shall be reported to the City Building Inspector for review prior to pouring of the footings.

Immediately after pouring the footings, and before forming or framing of any foundation walls the builder / owner shall check the footing elevations. The tolerance permitted will be a maximum of 30 mm below or 150 mm above the design elevation as approved on the lot grading plan and plot plan. The builder / owner is responsible to ensure that certification is provided to and approved by the City Building Inspector prior to construction of basement walls.

BACKFILL:

No foundation shall be backfilled prior to acceptance by the City Building Inspector. All backfill shall be placed in accordance with the Alberta Building Code or in the case of a preserved wood foundation in accordance with the designing engineer's directions.

REAL PROPERTY REPORT:

The real property report including the elevation of the top of the foundation in relation to the benchmark shall be provided when the foundation including the garage foundation (if any) is complete and prior to any further development.

LOT GRADING PRIOR TO LANDSCAPING:

Prior to placing any topsoil for landscaping the builder / owner shall ensure that the lot is properly pre-grade to at least 100 mm below finished grade with clay or other impervious material. The Builder / owner may in agreement with the City pre grade to 200 mm below finished grade to allow for additional topsoil if the grading permits.

NOTE: During construction the area behind any city owned walks shall be graded level with the top of the walk for a distance of not less than 2 m inside the walk until final grading is complete to prevent pooling of water or erosion of the sidewalk base material.

FINAL LOT GRADING APPROVAL:

Following placement of topsoil, the property owner shall submit a "Certification of As Built Grades" which demonstrates that:

- The final lot grading is in conformance with the approved lot design within a tolerance of 50 mm.

The builder/owner must provide the Certification of As Built Grades indicating that all grading standards have been met to the City Building Inspector prior to release of the Construction Damage Deposit required by the development standards.

LOT GRADING MAINTENANCE:

Since basement backfill settlements can be expected to occur over several years after construction, it is the responsibility of the owner to repair any settlements in order to maintain positive drainage away from the home at all times.

Eaves trough and downspouts shall be installed on all buildings. All downspouts shall have extensions that extend a minimum of 1.5 m away from the foundation. It is also the responsibility of the owner to maintain all downspouts and to ensure that no subsequent modifications to the grading of the lot are made which will adversely affect the drainage of adjacent lots.

CITY OF CAMROSEPOLICY AND PROCEDURE FOR CONSTRUCTION PERFORMANCE DEPOSITS

This policy will apply to all development within the City of Camrose.

This policy was developed to protect public and private interests in regard to:

1. unnecessary damage to City infrastructure during construction, including but not limited to streets lanes, sidewalks, curbs, boulevards, trees and curb stops
2. development permit conditions.

The Construction Performance Deposit shall be paid by the Contractor/Developer/Owner prior to issuance of a Building Permit.

For Residential Development:		Fee
A.	Garage and Accessory Building	No Charge
B.	Mobile Homes	\$ 1,000.00
C.	Single Family Residential	\$ 1,000.00
D.	Single Family Residential Valleyview Subdivision	\$ 2,500.00
E.	Duplex Residential	\$ 1,500.00
F.	Triplex/Fourplex Residential	\$ 2,000.00

All Other Development

Construction damage deposits for all other development will be calculated at the time of development application, but shall not be less than \$2,500.00, and shall be paid by the Contractor/Developer/Owner prior to the application for Building Permit.

Administration of Performance Deposits:

Prior to issuance of a Building Permit, the Contractor/Developer/Owner shall:

- submit the fee
- complete and return a Site Condition Form to the Engineering Department as attached hereto, and marked Exhibit 'A'.

If damages are reported, an inspection by the City will be undertaken within approximately two weeks of the receipt of reported damages. Any damage will be noted on the Site Condition Form.

If construction proceeds prior to filing a completed Site Condition Form or Building Permit, with the City, or if a Contractor/Developer/Owner is found to be using a lot for access or storage and has not filed a completed Site Condition Form with the City for that lot, the City will assume that no damage was present at the time construction started, and the Contractor/Developer/Owner will be responsible for all damages.

On notification that construction is complete, the City and the Contractor/Developer/Owner will inspect the site within approximately four weeks, record any damages, and complete and sign the Site Condition Form.

ALBERTA LAND SURVEYORS:

Hagen Surveys (1982) Ltd.
8929 – 20 St.
Edmonton, AB T6P 1K8
Ph (780) 464-5506

Stantec Geomatics Ltd.
10160 -112 St.
Edmonton, AB T5K 2L6
Ph (780) 917-7000
Fax (780) 917-7289

Geodetic Surveys & Eng. Ltd.
9538-87 St.
Edmonton, AB T6C 3J1
Ph (780) 465-3389
Fax (780) 465-5400

Maltais Assoc. Surveyors Ltd.
17011-105 Ave.
Edmonton, AB T5S 1M5
Ph (780) 483-2015

Snell & Oslund Surveys (1979) ltd.
Red Deer, AB
1-403-342-1255

Alberta Geomatics Inc.
Edmonton, AB
Ph (780) 437-8033

Westacott Consulting Ltd.
#50, 53221 Range Road 223
Ardrossan, AB
Ph (780) 922-6545
Fax (780) 922-1977
Email: wcltd@telusplanet.net

Olson Surveys Ltd.
Cathy Sprott
306, 5033 52 Street
Lacombe, AB T4L 2A6
(403) 782-5358

Bob Michie ALS
Ph (780) 662-3565

On-Site Surveys Inc.
Byron Laurie, ALS, P.Eng.
Travis Young
Email: Byron@onsitesurveys.ca
travis@onsitessurveys.ca
Travis 780-691-0793
Byron 780-691-2784