

# DEVELOPERS CHECKLIST

FOR MULTI-FAMILY, COMMERCIAL, INDUSTRIAL, AND INSTITUTIONAL 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) ..... ☐
- Two copies of Building Plans and Profiles (including height dimensions) ..... ☐
- Landscaping Plan (including fencing, garbage containment and lighting) ..... ☐
- 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:

- |   |  |
|---|--|
| <input type="checkbox"/> Water Service (oversized meters)   | <input type="checkbox"/> Parking Curbs   |
| <input type="checkbox"/> Sanitary Service                   | <input type="checkbox"/> Non-municipal services (ie Gas/Power/Telephone/Cable)   |
| <input type="checkbox"/> Storm Water Management/Service     | <input type="checkbox"/> In the event that a proposed development is unusual in nature, the Development Officer may request other additional information |
| <input type="checkbox"/> Paving as required by Municipality |  |
| <input type="checkbox"/> Fire Hydrants/Protection           |  |
| <input type="checkbox"/> Roadway/Lanes (access & egress)    |  |
| <input type="checkbox"/> Sidewalks, Curbs & Gutters         |  |

\* Improvements may be located on municipal lands to municipal standards at the developer's expense. The Developer may be required to provide additional information on any or all of the above noted items as a condition of Development Permit approval.

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## Fees and Charges to Consider:

Building Electrical, Plumbing & Gas Permits  
Inspection/Administration Fees  
Off-Site Levies  
Development Fund Charges  
Security  
Damage Deposit

## Supplementary Items to Consider

Relaxation & Fees  
Re-designation & Fees  
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.

Feb. 7/12



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 Section 5 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 \_\_\_\_\_

## CITY OF CAMROSE LAND USE BY-LAW

### 5.3. Requirements of a Development Permit Application

- 5.3.1 Unless the *Development Authority* deems 5.3.1 otherwise, a *Development Permit* application shall include all of the following items:
- (a) An application to the *Development Authority*, signed by the registered owner of the land on which the *development* is proposed, or an authorized agent of the registered owner;
  - (b) A statement of the proposed use of all parts of the land and building(s);
  - (c) The *development* fee as is prescribed in the *Fees and Charges – Planning and Development Bylaw*, as amended;
  - (d) A site plan, in duplicate, showing:
    - i. North arrow;
    - ii. Scale of plan, minimum of 1:1,000 or to the satisfaction of the *Development Authority*;
    - 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 setback* requirements, shown and labelled;
    - vi. Location of sidewalks and curbs;
    - vii. Location and height of proposed and existing buildings or structures, dimensioned to the property line, including utility poles, fire hydrants, retaining walls, fences and signs;
    - viii. Dimensioned layout of proposed and existing off-street parking areas, loading areas, driveways, entrances and exits *abutting streets* and *lanes*;
    - ix. Location of existing landscaped areas including retaining walls, existing trees, buffer and screening areas;
    - x. Location of all registered utility easements and right of ways;
    - xi. Proposed grade and on *site* drainage of the *lot*; and
    - xii. Location of service connections.
  - (e) A set of plans in duplicate showing floor plans, all elevations and perspective relationship of the building to adjacent buildings; and
  - (f) A vicinity map indicating the location of the proposed development in relation to nearby streets and other significant physical features which may have implications for the proposed *development*;

### 6.4 Development Permit Conditions

- 6.4.1 The conditions that the *Development Authority* 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, which may require an irrevocable letter of credit or such other assurance satisfactory to the Finance Department 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 Authority*, or this Bylaw, any other statutory plan or Bylaw enacted by *Council*;
  - (b) Conditions for the repayment of all costs directly incurred or to be incurred by the *City* 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* if required by this Bylaw or elsewhere;
  - (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 Authority* or *Council* in their discretion may determine;
  - (h) Conditions whereby the *Development Authority* 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 *Council* by resolution or by Bylaw and, as well, the *Development Authority* 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 *Council*; and
  - (j) Such other conditions as are necessary to ensure that this Bylaw is complied with, and that the *development* will conform with the City of Camrose *Municipal Development Plan*, and *Council*.

### Definitions

- “Building Height”** means the vertical distance measured from the finished grade to the highest point of the roof for flat roofs, and to the top of the ridge on all other roofs. Building height does not include any accessory roof construction such as mechanical housing, elevator housing, roof stairway entrance, ventilating fan, skylight, flagpole, parapet wall, chimney, steeple, communication structures or similar feature not structurally essential to the building.
- “Gross Floor Area”** means the total floor area of all floors in a building, above and below grade, measured to the extreme outer limits of the building. Gross floor area includes the area used for mechanical rooms, air handling equipment, garbage storage, electrical room, elevators and above grade car parking areas.

PROPERTY LINE



lot:  
block:  
plan:  
addr:  
muni: Camrose, AB.

REVISED
DWG. BY
DATE
SCALE
DWG. NO.

**PROPOSED  
SITE PLAN**

Answer

**PROPOSED  
COMMERCIAL**

CAMROSE, ALBERTA

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.

<b>For Residential Development:</b>		<b>Fee</b>
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.

**FOR IN-FILL AREAS LARGER THAN 0.5 HA - 1.2 ACRES- 5,000 m2)**

A Storm Water Management Plan must be submitted and approved by the City Engineer that achieves a net runoff rate for the entire property of 35 L/sec/ha (roughly equivalent to the capacity of the existing storm sewer system) for all storms up to and including a 24-hour, 1:100 yr storm event. The plan must indicate that no site drainage is directed onto adjacent private properties, but that storm overflows are directed to public property or along a drainage easement, registered with the Province of Alberta in the name of the City of Camrose. The developer must provide confirmation from a professional engineer within 1 year of the issuance of this permit that the site has been constructed as approved by the City Engineer.

**FOR IN-FILL AREAS SMALLER THAN 0.5 HA - 1.2 ACRES- 5,000 m2)**

A drainage plan must be submitted showing how storm runoff will be directed away from any existing and/or proposed facilities, and how drainage will exit the property. The plan must indicate that no site drainage is directed onto adjacent private properties, but that storm overflows are directed to public property or along a drainage easement, registered with the Province of Alberta in the name of the City of Camrose.

**IN NEW AREAS WHERE THE CITY REQUIRES A NEW CONNECTION TO THE CITY'S STORM SYSTEM. NORMALLY DEVELOPMENTS IN NEW AREAS WILL BE HANDLED THROUGH A SUBDIVISION AGREEMENT) THE WORDING FOR THIS SCENARIO WILL LIKELY BE DETERMINED ON AN INDIVIDUAL BASIS. LIKELY THROUGH A SERVICING AGREEMENT OR SOME OTHER MEANS. HOWEVER THE CONDITION SHOULD ALSO INCLUDE THE FOLLOWING:**

The plan must indicate that no site drainage is directed onto adjacent private properties, but that storm overflows are directed to public property or along a drainage easement, registered with the Province of Alberta in the name of the City of Camrose. The developer must provide confirmation from a professional engineer within 1 year of the issuance of this permit that the site has been constructed as approved by the City Engineer.

**IN NEW AREAS WHERE THERE IS NO CITY STORM SYSTEM, AND WHERE WE DO NOT REQUIRE EXTENSION OF CITY SYSTEMS TO PROPERTY. (NORMALLY DEVELOPMENTS IN NEW AREAS WOULD BE HANDLED THROUGH A SUBDIVISION AGREEMENT)**

A storm water management plan must be submitted and approved by the City Engineer that achieves a net runoff rate for the entire property of 5 L/sec/ha (roughly equivalent to pre-development flow rates) for all storms up to and including a 24-hour, 1:100 yr storm event. The plan must indicate that no site drainage is directed onto adjacent private properties, but that storm overflows are directed to public property or along a drainage easement, registered with the Province of Alberta in the name of the City of Camrose. The developer must provide confirmation from a professional engineer within 1 year of the issuance of this permit that the site has been constructed as approved by the City Engineer.

## **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

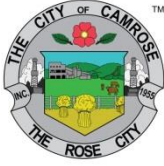
**Alberta Geomatics Inc.**  
Edmonton, AB  
Ph (780) 437-8033

**Westacott Consulting Ltd.**  
#50, 53221 Range Road 223  
Ardrossan, AB  
Ph (780) 922-6545  
Fax (780) 922-1977  
Email: [wcltd@telusplanet.net](mailto: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](mailto:Byron@onsitesurveys.ca)  
[travis@onsitesurveys.ca](mailto:travis@onsitesurveys.ca)  
Travis 780-691-0793  
Byron 780-691-2784



## City of Camrose Council Policy

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### Development Permit Securities

<b>APPROVAL:</b>	Motion 32-16	<b>POLICY#:</b>	FIN 7.5.0
<b>APPROVAL DATE:</b>	January 18, 2016	<b>EFFECTIVE DATE:</b>	January 18, 2016

#### Purpose:

To guarantee that securities are put in place for development projects within City of Camrose boundaries in order to ensure that all applicable Municipal Development Standards are achieved prior to release of the securities.

#### Policy:

1. Securities for on-site and off-site improvements, as required as a condition of a development approval will be collected in accordance with Part 17 Section 655 (1) (b) (vi) of the MGA, as well as the City of Camrose Land Use Bylaw as amended from time to time.
2. Securities shall be taken in accordance with Table 1-A for commercial, industrial, mixed use, institutional, multi-unit residential over four (4) units, or other related higher order development projects.
3. No construction activity will commence until the appropriate security has been submitted to the City of Camrose
4. Acceptable forms of security are:
  - a. irrevocable, automatically renewable (12 month minimum) letter of credit
  - b. cash
  - c. certified cheque
  - d. bank draft
  - e. Personal cheques, term deposits, lots in lieu, or guaranteed investment certificates are not representative replacements for securities, and will not be accepted.



5. Securities collected will be determined by written estimate, as provided by the developer's contractor or supplier.
6. At the discretion of the City, cost estimates may be subject to third party review to ensure sound engineering judgments are followed and that industry costing and standards are utilized.
7. In the event where a Developer is not fulfilling their obligations identified under the Development Permit and do not act on requests from the City to remedy maintenance or safety concerns, the City will draw on the securities collected against the development to complete the maintenance or safety concerns to the satisfaction of the City.
8. In the event that that Development Permit is approved for a site where an existing Development Permit for that same site has outstanding conditions, additional securities in the amount of 15% of any related costs shall be taken to ensure that any and all outstanding conditions are met.
9. The Developer shall forfeit all remaining securities to the City after four (4) years from the date a development permit has been issued, if in the sole opinion of the City (acting reasonably), the Developer has not acted in a reasonable manner to complete remaining work related to their development.
10. The amount of securities taken shall be a percentage of the total estimated cost of any required improvement as per Table "1-A"
11. Landscaping securities shall be administered as per Section 11.10 of the City of Camrose Land Use Bylaw.
12. Upon application by the owner or the owner's representative, all securities shall be fully released if all on-site and off-site improvements are completed, and conditions met, as per Development Permit requirements.
13. Upon application by the owner or the owner's representative, a portion of securities may be released if a specific on-site or off-site improvement is completed as per Development Permit requirements.

**TABLE 1-A**

Improvement	On-Site	Off-Site
Hardsurfacing	10%	25%
Storm / Sanitary / Water	10%	25%
Curb Cut Installation	10%	25%
Sidewalk Installation	10%	25%
Storm Water Management	10%	25%
Garbage Screening	10%	25%