



TOWN OF REDCLIFF

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Requirement List for New Multi-Family Development

The following is a checklist of Information and supporting materials that are required In order to properly review the subject application.

1. Completed Development Permit Application Form
2. Building Grade Form
 - footing elevation check required PRIOR to pouring footing – Notify the Town of Redcliff’s Engineering Department @ 403-548-9263 **48 HOURS** in advance of pouring concrete footings
 - submit copy to Engineering
3. Two (2) copies of a detailed site plan (to scale) which include:
 - legal land description (e.g. lot, block, registered plan number)
 - property address
 - property lines
 - adjacent streets, public pathways, utility rights-of-ways, easements, if any
 - dimensions of proposed buildings
 - set-backs to property lines (front, rear and side yard dimensions)
 - parking areas (including dimensions of space and aisles)
 - proposed accesses to the site (including dimensions of width, radius, and distance from intersection/other accesses)
 - proposed landscaping areas
 - proposed outdoor storage areas
 - proposed fences
 - north arrow
4. Two (2) complete sets of building plans (to scale) which include:
 - dimensions of proposed building
 - structural cross-section
 - floor plans of each floor including area (ft.²)
 - elevation plans of each side of proposed building
5. Two (2) copies of preliminary site grading and utility servicing plan (Note: detailed design may not be required until after the decision of the Development Permit application)
 - preliminary grade elevations including front & rear grade, building floor, bottom of footing, lot corners
6. Provide abandoned well information from the ERCB:
 - This information is available at www.ercb.ca
7. Construction Damage Deposit
8. Fees:
 - Development Permit as per current fee schedule

Please note:

- The clarity, legibility, precision, and neatness of the plans submitted will help to process your application efficiently. Any incomplete plans, material or unprofessional drafting standards will not be accepted.
 - Any changes to plans after submission will result in “Re-examination/Resubmission of plans”
 - If you have any questions or require assistance, please contact the Town of Redcliff’s Planning and Development Department.
 - It is the responsibility of the Applicant to ensure that the work being carried out does not contravene the requirement of restrictive covenants, easements, caveats or any other restriction that may be registered against the property.
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➤ **To obtain a Building Permit, please contact one of the Accredited Agencies from the attached list.**