



TOWN OF REDCLIFF

PO Box 40
Redcliff, AB T0J 2P0
Phone: 548 - 3618
Fax: 548 - 6623

Email: redcliff@town.redcliff.ab.ca

Requirement List for New Commercial/Industrial Developments

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. Two (2) copies of a detailed site plan which include:
 - north arrow
 - scale of plan (1:100)
 - legal land description (lot, block and registered plan number)
 - municipal civic address
 - written proof of ownership and authority to apply for a development permit
 - property lines shown and labeled
 - setbacks to property lines (front, rear and side yard dimensions)
 - location of sidewalks and curbs
 - location and dimensions to property lines of any building or structure, utility poles, retaining walls, trees, landscaping and physical features
 - floor areas and density of development
 - dimensioned layout of parking areas, entrances, exits, loading bays, maneuvering aisles and garbage containment areas
 - abutting streets, avenues and lanes shown and labeled
 - existing and proposed utilities shown in streets, avenues and lanes
 - all easements shown and labeled and other relevant encumbrances
 - proposed grades, contours and on-site drainage
 - the location and sizes of both existing and/or proposed utility service connections
 - appraisal of the volume and other characteristics of water and sanitary sewage service connections
 - the location and nature of proposed lighting and signage
 - proposed landscaping plans shall show all existing and proposed physical features, including berms, slopes, walls, shrubs and trees
 - proposed fences
 - total area of lot and percentage of site coverage
3. Two (2) copies of a detailed site drainage plan (if applicable)
The plan must be to scale and prepared by a qualified engineer which meet the requirements of the Town's Engineer and include:
 - computation of site area
 - finished grade elevations
 - paved and unpaved areas
 - surface drainage patterns
 - catch basins with both top and invert elevations
 - storm water retention areas with calculations

Note: The drawing shall be signed and stamped by a qualified independent engineer.

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 (ft²) or (m)
 - elevation plans of each side of proposed building
 - description of the exterior finishing materials
 - drawings stamped, signed and dated by Professional Engineer

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 (front & rear grade, building floor, bottom of footing, lot corners)
6. Detailed letter of intent including:
 - detailed description of the proposed development and use
 - description of products and services
 - anticipated on-site operations (indoors and outdoors)
 - on-site storage
 - transportation details including size of vehicles/expected frequency of trips
 - number of employees
 - hours of operation
7. Provide abandoned well information from the ERCB:
 - this information is available at www.ercb.ca
8. Other information may also be required to supplement an application as determined necessary by Development Officer. Such information may include studies of projected traffic volumes, utilities, landscaping, urban design, parking, social and economic effects, environmental impact assessment, slope, soil, floodplain, and sun and wind impact studies.
9. Construction Damage Deposit
10. Fees:
 - Development Permit as per current fee schedule

Please note:

- The clarity, legibility, precision, and neatness of the plans submitted help us 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/Re-submission of plans."
 - If you have any questions or require assistance, please contact the Town of Redcliff 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.
-

➤ **To obtain a Building Permit, please contact one of the Accredited Agencies from the attached list.**