



CHESTERMERE

DECEMBER 2025

## CITY OF CHESTERMERE

### APPLICATION & CHECKLIST FOR A PRE-APPLICATION MEETING REQUEST

<b>OFFICE USE ONLY</b>	
<b>DATE RECEIVED</b>	<b>FILE NUMBER</b> (if applicable)
<b>APPLICATION FEE</b>	<b>RECEIPT #</b>

<b>APPLICATION TYPE</b>	<i>CHECK ALL THAT APPLY</i>
<input type="checkbox"/> New <input type="checkbox"/> Amendment	
<input type="checkbox"/> Municipal Development Plan <input type="checkbox"/> Area Structure Plan <input type="checkbox"/> Area Redevelopment Plan <input type="checkbox"/> Outline Plan <input type="checkbox"/> Land Use Redesignation <input type="checkbox"/> Land Use Bylaw <input type="checkbox"/> Subdivision <input type="checkbox"/> Development Permit	

<b>APPLICANT INFORMATION</b>		
<b>APPLICANT NAME</b>		<b>COMPANY/BUSINESS NAME</b> (if applicable)
<b>APPLICANT/BUSINESS ADDRESS</b>		<b>PHONE NUMBERS</b>
		WORK HOME/CELL
<b>CITY/TOWN</b>	<b>POSTAL CODE</b>	<b>APPLICANT EMAIL ADDRESS</b>

<b>LANDOWNER INFORMATION</b>		<i>COMPLETE IF DIFFERENT FROM APPLICANT</i>
<b>LANDOWNER NAME</b>		<b>COMPANY/BUSINESS NAME</b> (if applicable)
<b>LANDOWNER ADDRESS</b>		<b>LANDOWNER PHONE NUMBERS</b>
		WORK HOME/CELL
<b>CITY/TOWN</b>	<b>POSTAL CODE</b>	<b>LANDOWNER EMAIL ADDRESS</b>

<b>PROJECT INFORMATION</b>		
<b>PROJECT NAME</b>		<b>AFFECTED LAND AREA</b>
		HECTARES ACRES
<b>LEGAL LAND DESCRIPTION</b>		<b>PROPOSAL DESCRIPTION</b>
<b>URBAN LEGAL</b>	(LOT, BLOCK, PLAN)	
<b>RURAL LEGAL</b>		

**NOTE: The list below is a generalized list of requirements and the required information to submit depends on the complexity of the proposal, and to the discretion of the Planning Department. The application fee is due at the time of application submission. At minimum the applicant must provide the application form, letter of authorization, proposal description, and a list of discussion item and questions. However, the applicant is encouraged to provide as much information as possible to enable Administration to provide valuable feedback.** For additional information please contact the Planning Department at [planninginfo@chestermere.ca](mailto:planninginfo@chestermere.ca) or 403-207-7075. **All applications can be submitted digitally to [planninginfo@chestermere.ca](mailto:planninginfo@chestermere.ca).**

The comments provided through the Pre-Application Meeting are not to be taken to imply or suggest a commitment or decision by City Administration to either approve or refuse your proposal. Undertaking the complete and formal application process is the only way to be provided with a decision by City Administration.

All the following information is necessary to facilitate a thorough evaluation and timely decision on your application. If the required application information from list of below is indicated as N/A, please comment on why it is exempt. To expedite the evaluation, all materials must be clear, legible and precise. All applicable drawings shall be prepared to professional drafting standards.

REQUIRED APPLICATION INFORMATION	YES	NO	N/A	COMMENTS
Application Form	<input type="checkbox"/>			
Application Fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Letter of Authorization	<input type="checkbox"/>			
Proposal Description/Rationale	<input type="checkbox"/>			
Specific Discussion Item(s), Question(s), and Requested Department(s) for Meeting	<input type="checkbox"/>			
Location and/or Context Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Applicable Drawings (land use concept, tentative plan of subdivision, site plan, floor plans, elevations, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## CERTIFICATION

I, \_\_\_\_\_, hereby certify that:

- ☐ I am the registered owner,
- ☐ I am the authorized agent to act on behalf of the registered owner,

and the information given on this form is full, complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**NOTE:** This application does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any Federal, Provincial or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.

The personal information you provide on this form is being collected under the authority of Section 640(2) of the Municipal Government Act and Section 34 of the Access to Information Act (ATIA) and Protection of Privacy Act (POPA) is protected by the privacy provision of these acts. This information will be used to determine eligibility for a development/building permit and for enforcement of applicable laws and may be circulated to persons or authorities as necessary for the review process. If you have questions about the collection of this information, please contact the ATIA/POPA Coordinator at [atia@chestermere.ca](mailto:atia@chestermere.ca) or in person at 105 Marina Road, Chestermere, Alberta T1X 1V7 (403) 207-7050.