



Development Permit Requirement List
NEW COMMERCIAL OR MULTI-FAMILY DEVELOPMENT
 (Retail Food Store, Office, Retail, Restaurant, etc.)
CITY OF CHESTERMERE
 105 Marina Road, Chestermere, Alberta T1X 1V7

DP _____
DATE REVIEWED _____

A PRE-APPLICATION MEETING IS REQUIRED PRIOR TO AN APPLICANT MAKING A SUBMISSION.

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. **Applicants are required to fill in the section, “To be Completed by Applicant” and sign the application form confirming that all of the required information has been provided. In addition, the application must identify and provide justification for items that do not comply with Council approved policies, bylaw standards, or technical guidelines.**

To expedite the evaluation, all materials submitted must be clear, legible and precise. To achieve this level of customer service, Land Use Bylaw 022-10, as amended stipulates staff accept only **COMPLETE** applications, which **include plans prepared to professional drafting standards.**

All plans are to be in sets and folded to a size not exceeding 8 ½" X 14". Large plans can be accordion-pleated, provided they can be attached to the file at the top left-hand corner.

For office use	To be Completed by Applicant	N/A	Required Items
			1. Copy of Certificate(s) of Title(s)
			2. Copy of any Restrictive Covenants, Utility Rights-of Way, Easements, or City Caveats registered on the Title(s)
			3. A Letter of Authorization from the registered owner of the land, their agent, or other persons having legal or equitable interest in the site.
			4. Digital Colour Photographs* of the site and surrounding area (photos should provide a visual account of the site and the surrounding area, include: any unique features or aspects of particular significance to the planning and development of the site) (minimum Four [4]) *Photographs may be any size that will fit into an 8.5 X 14 inch file
			5. Material Board showing the proposed materials and colours for the development.
			6. Fee (schedule available)

			7. Planning /Zoning application form (complete)
			8. A narrative of the required design concept of the development (e.g., architecture, site layout, and landscaping)
			9. A streetscape rendering of the proposed building(s) facades, with existing and/or future proposed adjacent buildings also shown, for the purposes of assessing architectural compatibility, sitelayout, and landscaping.
			10. when the applicant is aware that the proposal does not meet a standard of the Land Use Bylaw (e.g. minimum parking standard), any deficiencies should be identified and a written account of the planning rationale provided in support of such deficiencies
			11. Two (2) hard copies and one (1) digital copy of Site Plans , all dimensions in metric (minimum scale of 1:100) showing:
			a) Title Box
			date (include latest revision date)
			key plan/site location map
			land use designation
			professional advisor(s) address/stamp & seal
			municipal address (i.e. street address)
			legal address (i.e. plan/block/lot)
			name/complete address of owner of record
			coverage of building(s) only (m ² sq.ft., and %)
			total lot coverage (include parking, driveways, service
			total gross floor area, and gross floor area of each of the individual tenants (m ² and sq.ft.)
			area of site (hectares and acres)
			b) Information on abutting properties (include those across bordering streets and waterways):
			approximate boundaries of adjoining parcels
			significant physical features (streams, marshes, wooded areas, soils, etc.)
			outlines of existing structures and access points on adjacent properties
			uses (residential, business, farm, undeveloped, etc.)
			c) All other required information:
			north arrow/point (should point to top or right of page)
			setback line if there is a right-of-way setback
			side yard dimensions
			rear yard dimensions
			front yard dimensions (measured from front property line and setback line if there is a right-of-way setback).
			outline of all buildings and/or structures on the site, tenant location within the buildings, loading docks, storage tanks, and transformers
			restrictions on use of land, easements, utility rights-of-way, right-of-way setback lines
			property lines/boundaries (location and length)

			adjacent City streets, sidewalks, curb cuts and any City public pathways adjacent to the site, dimensioned from the distance from back of walk and lip of gutters (existing and proposed) to the property lines
			medians and/or breaks in medians on public streets adjacent to site
			existing or proposed pedestrian crosswalks adjacent to the site
			corner cuts on corner sites
			location of all lighting fixtures and light standards, (including type and height; cut sheets of all light fixtures is mandatory)
			snow removal storage areas
			layout of parking areas showing dimensioned depth and width of stalls, handicapped stalls, aisle dimensions, angle of the parking stall, and number of stalls
			parking area grades (any area over 2% slope), include any driveway grades and parkade access ramp grades
			location and dimension of driveway accesses, show the angle of the driveway flare where the driveway meets the carriageway of any City street
			road dimensions of any on-site circulation roads
			surface treatment for all areas; include parking and storage areas
			location of any drive-thru facilities, stacking spaces for vehicles,
			location of bicycle racks and the number of bikes accommodated
			location of any proposed wheel stops, speed bumps
			location of drive-thru signage (e.g., entrance, exit, customer courtesy and menu board signs)
			existing and proposed sign locations <u>showing distances</u> to:
			existing buildings on the site
			back of sidewalks and/or curbs
			utility poles and guy wires
			existing signs on the site
			all freestanding signs within 30 metres
			location of all existing and proposed fencing; cross-referenced to fence elevation, if more that one fence elevation is to be used

			location and height of existing and proposed retaining walls
			details on any overhead clearance requirements where applicable (e.g., such as minimum clearance for an awning over City owned property, parkade entrance, power lines, garbage collection vehicle with overhead transfer of refuse)
			location of garbage collection facilities and loading areas
			width of sidewalks adjacent to the buildings
			12. Two (2) hard copies and one (1) digital copy of Landscaping Plans in metric, (minimum scale of 1:100) showing:
			natural features of the land, including contours, trees, significant vegetation. Indicate what is to be added, removed, and retained. Include any wetlands or water courses that may be present.
			number and location, of all trees required under the relevant section of the City of Chestermere Landscape Development Guidelines; specify
			type (deciduous, coniferous, or ornamental)
			size at planting (caliper for deciduous, height for coniferous)
			height at maturity
			scientific name
			common name
			surface treatment of all soft landscaped areas (e.g. grass,
			surface treatment of all hard landscaped areas (e.g. decorative pavers, brick, stamped concrete)
			proposed berming for site
			method of irrigation for all soft landscaped areas
			total landscaped area (square metres)
			total community space (square metres where applicable)
			curb details to separate landscaping
			tree and shrub planting details
			If trees are existing on public lands adjacent to the site the following information is required:
			the specific species of each tree (e.g., Green Ash, Colorado Blue Spruce, American Elm). Note that identification of deciduous or coniferous is not sufficient. If you require assistance in identifying the species of a tree, call 888-9022 to speak with the Parks Dept.
			the diameter of each tree, measured at a height of one metre above the ground
			the estimated height of each tree (e.g., less than 3m, 3m to 6m, 6m to 9m, etc.)
			an outline of the “drip line” of each tree (i.e., the outline of the outer reach of the branches of the tree)

			13. Two (2) hard copies and one (1) digital copy of Engineering Drawings , all dimensions in metric (minimum scale of 1:100) showing:
			information on how on-site storm water and required runoff will be managed (Trap Lows)
			storm drainage facilities (culverts, catch basins, site of overflow, etc.) Calculations for the operation of storm water runoff
			location of all existing and proposed utilities services (e.g., water, sewers, gas, electrical, cable, either underground or overhead, catch basins, utility poles, hydrants)
			existing and proposed site grades, contours and any special topographical features or site conditions (e.g., escarpments, break-of- slope and unstable areas)
			Proposed method of erosion and sediment control
			14. Two (2) hard copies and one (1) digital copy of Floor Plans (minimum scale 1:100) showing:
			layout of all exterior walls, including the floor plan of the existing building (identify mechanical rooms, stairways, elevators, corridors, lobbies, washrooms, internal garbage storage areas, and internal parking areas)
			location of doors and windows
			if a restaurant and/or drinking establishment are proposed, include a detailed layout of the floor plan. Include a seating plan which clearly indicates the area in which the public will have access for the consumption of food and/or beverages
			loading and internal garbage storage areas
			all building utilities (e.g. water meters, utility meters, AC units, tanks, ventilation shafts, transformers, etc.)
			15. Two (2) hard copies and one (1) digital copy of Elevation Plans (minimum scale of 1:100) showing:
			exterior of the proposed buildings; including all windows, doors, loading bays, projections, fascia trim, decorative elements and lighting fixtures
			all finishing materials indicating:
			exterior materials (e.g., brick, giant brick, stucco, vinyl siding, metal siding)
			roof material (e.g., asphalt shingle, concrete tile, metal)
			facia, soffit, and trim
			colours of all major exterior building materials
			dimensioned height from grade on all elevations
			dimensioned height to main floor from grade
			detailed elevations plans of any freestanding signs that are part of this application. Show all relevant dimensions and include:
			details, on any read-o-graph or changeable copy area on
			information on anchor bolts and how they are screened
			details on any proposed lighting
			details on sign base (e.g., planter box, pedestal)

			detailed information on any on-site directional signage including entrance and exit signs
			elevation of any wall or retaining wall over 600 mm in height
			elevation of garbage collection facilities, where proposed
			if any roof-top equipment is to be added, information on how the roof-top equipment will be screened (include elevation details for screening and a roof plan)
			where service meters will be placed on the exterior wall and how these meters will be screened; if appropriate, include details on screening enclosures
			16. Other support Information that may be Required Depending on Site Conditions:
			where stalls are between columns, as in parking structures, the stall width shall be measured from the outside edge of the base of the column
			bus zones and bus shelters adjacent to site (where applicable)
			traffic impact study (estimated daily and peak hour traffic generation)
			if proposed development is to be phased (e.g. portions are to be occupied prior to the completion of the entire development), include a phasing plan showing the sequence of the phases and the area which each phase encompasses
			lighting analysis (photometrics)
			a Slope Stability Report where required by the City Engineer
			17. Two (2) hard copies and one (1) digital copy of Cross-Sections, showing:
			profile of sloping driveways or ramps; shows the grades (if retained include existing driveways and ramps) NOTE: any sloping driveway should show the grades from the building to the curb
			cross-sections may be required to provide more information on the impact of the proposed building on adjacent properties. Cross-sections should show the existing grade of the site, proposed grade for the site, grade of adjacent sites, grade of adjacent City streets, and cross-sectional outline of the buildings (on and off the site). <u>Datum points are required to ensure accuracy.</u>
			18. Cost Estimate of all project construction and site improvements:
			cost estimate of all landscaping prepared by a professional landscaper
			cost estimate of project construction and site improvements

It is a requirement for each site plan to have a title block, which identifies the type of development and the name and phone number for the contact person.

The Development Authority may require additional material considered necessary to properly evaluate the proposed development (as stated in Section 7.22, 7.32 & 7.33 of the Land Use Bylaw). Normally, an application will be deemed complete if the material outlined above is provided.

Note: In addition to a development permit, a building permit is also required for a new commercial development.

Applicant's Signature

(confirming that all required information has been provided and is correct)

Date

Screened by

Date

For Further Information:
City of Chestermere
Community Growth & Infrastructure
105 Marina Road, Chestermere, Alberta T1X

1V7 8:30 am to 4:30 pm Monday – Friday

Phone 207-7075 or visit our website – www.chestermere.ca

Checklists are updated periodically. Please ensure you have the most recent edition.

**APPLICATION FOR
DEVELOPMENT PERMIT**

ROLL NO.

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

APPLICANT INFORMATION			COMPLETE IF DIFFERENT FROM APPLICANT		
NAME OF APPLICANT		NAME OF REGISTERED LAND OWNER			
ADDRESS			ADDRESS		
POSTAL CODE	TELEPHONE (Res)	(Bus.)	POSTAL CODE	TELEPHONE (Res)	(Bus.)
E-MAIL ADDRESS OF APPLICANT					

LAND INFORMATION

Legal description of proposed development site:

REGISTERED PLAN NO.	BLOCK	LOT	OR	QTR./L.S.	SEC.	TWP.	RG.	M.
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Civic Address of Proposed Development _____

Describe the existing use of the land: _____

Land Use Classification: _____

DEVELOPMENT INFORMATION

Describe the proposed use of the land: _____

Estimate the project:

COMMENCEMENT DATE	COMPLETION DATE	CONSTRUCTION COSTS \$
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Attached is: (a) Site Plan: Yes No N/A; (b) Floor Plan: Yes No N/A

DECLARATION

I/WE HEREBY DECLARE THAT THE ABOVE INFORMATION IS, TO THE BEST OF MY/OUR KNOWLEDGE, FACTUAL AND CORRECT.

DATE

SIGNATURE OF APPLICANT

NOTE:
Signature of Registered Land Owner required if different

DATE

SIGNATURE OF REGISTERED LAND OWNER

FEES

Development Permit Fee: \$ _____
 Advertising Fee: \$ _____
 Others: \$ _____

GL 1-61-03-570-00

Total Fee: \$

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 or in person at 105 Marina Road, Chestermere, Alberta T1X 1V7 (403) 207-7050.

Submission of a duly signed development permit application authorizes the Development Officer and/or designated City's employee to enter the property to carry out inspections necessary for this development.



BUILDING PERMIT APPLICATION
COMMUNITY GROWTH & INFRASTRUCTURE
 105 Marina Road, Chestermere, Alberta T1X 1V7
 Phone: 207-7075 Fax: 207-2817
www.chestermere.ca

DATE STAMP

(Office use only)

Permit # _____ (Office use only)

THE BUILDING PERMIT FEE SHALL BE DOUBLED IF CONSTRUCTION (INCLUDING EXCAVATION) COMMENCES PRIOR TO THE ISSUANCE OF A BUILDING PERMIT.

MUNICIPAL ADDRESS: _____ **LOT** _____, **BLOCK** _____, **PLAN** _____ **ZONING** _____

TYPE OF DEVELOPMENT Residential Industrial Commercial Institutional Demolition Other

IF RESIDENTIAL: Single Family Dwelling Semi-Detached Dwelling Condo/Town Showhome Detached Garage Deck/Stairs Basement Dev. Renovation Addition
 Wood Burning Stove/Fireplace Demolition Secondary Suite Other

IF COMMERCIAL: New Building Addition CRU (Renovation) CRU (New) Application For Occupancy (AFO)

Name of Establishment: _____

Note: COMMERCIAL PERMITS REQUIRE ALL NECESSARY SCHEDULES TO BE PROVIDED AS REQUIRED.

Estimated Developed Floor Area _____ **Estimated Cost of Construction** _____

Owner _____		E-mail address _____	
Address _____		City/Town _____ Postal Code _____	
Cell _____	Home _____	Work _____	Fax _____
Contractor _____		E-mail address _____	
Address _____		City/Town _____ Postal Code _____	
Cell _____	Home _____	Work _____	Fax _____
Applicant _____		E-mail address _____	
Address _____		City/Town _____ Postal Code _____	
Cell _____	Home _____	Work _____	Fax _____

PERMIT FEES

Development Review Fee	_____
Building Permit Fee	_____
Partial Building Permit Fee	_____
Post & Pad Inspection Fee	_____
Safety Codes Council Fee	_____
Application for Occupancy (AFO) Permit Fee	_____
Water & Sewer Permit Fee	_____
Utility Service	_____
Waste Management Fee	_____
Performance Deposit	_____
Landscaping Deposit	_____
Other	_____
Grand Total:	_____

TERMS AND CONDITIONS: This application form must be accompanied by a complete application package (checklist, plot plan, construction drawings, etc.) Notwithstanding, the owner is solely responsible for ensuring compliance with the current National Building Code—Alberta Edition 2023, City of Chestermere current Building Code Bylaw, and Land Use Bylaw. Any contravention of either may result in penalties or other enforcement.

I/We hereby make application for Development Review and Building Permit under the provisions of the current Land Use Bylaw, in accordance with the plans and supporting information submitted herewith and form part of this application. By signing this application, I authorize the Safety Codes Officer and/or designated City employees to enter the property to carry out inspections necessary for this development.

I/We hereby declare that the above information is, to the best of my/our knowledge, factual and correct.

Signature of Owner _____ **Signature of Applicant** _____

OFFICE USE ONLY: Letter of Authorization from Owner

OTHER PERMITS REQUIRED: Electrical Gas Gas Air Test Gas Fireplace Plumbing W&S PSDS

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 or in person at 105 Marina Road, Chestermere, Alberta T1X 1V7 (403) 207-7050.



BUILDING PERMIT # _____

GENERAL INFORMATION (To be completed by the applicant, please print)

Form section containing fields for Business Owner, Business Name, Location Address, Postal Code, Tax Roll Number, Lot(s), Block, Plan, and checkboxes for New, Addition, Interior Alteration, and Exterior Alteration.

TOTAL ESTIMATED VALUE OF CONSTRUCTION \$

Form section containing fields for Applicant's Name, Phone Number, Email, Address, Postal Code, Applicant's Signature, and Date.

FOR OFFICE USE ONLY

Table with columns for drawing types (A-N) and checkboxes for New/Addition, Interior Alteration, and N/A.

ADDITIONAL INFORMATION/COMMENTS

Form section for Development Permit / Business Use and Existing Tenant / No Tenant.

CIRCULATION checkboxes for ALL, ARCHITECTURAL, MECHANICAL, PLUMBING, FIRE, HEALTH, SITE SAFETY, ENERGY CODE REVIEW.



CHESTERMERE

Exhibit CMF
2025-07

BUILDING PERMIT # _____

LOCATION ADDRESS		
LOT	BLOCK	PLAN

Commercial / Multi-Family Cost Estimate

Note: This cost estimate is based on average construction costs to determine the minimum estimated cost for the purpose of permit application, where the provided cost estimate is deemed inaccurate.

Item	Area/Quantity	X	Rate	=	Cost
Group A E.g. Theater, Child Care, Restaurant, School, Arena, Indoor Pool	sq. m.	X	\$3,444	=	
	sq. ft	X	\$320	=	
Tenant Improvement, Addition, Renovation	sq. m.	X	\$2,099	=	
	sq. ft	X	\$195	=	
Group B E.g. Assisted Care, Group Home, Care Facility, Penitentiaries	sq. m.	X	\$4,575	=	
	sq. ft	X	\$425	=	
Tenant Improvement, Addition, Renovation	sq. m.	X	\$1,884	=	
	sq. ft	X	\$175	=	
Group C E.g. Multi-family Housing, - Multi-Plex, Row House, Stacked Units, Apartments	sq. m.	X	\$2,045	=	
	sq. ft	X	\$190	=	
Group D E.g. Personal Services- Banks, Beauty Salon, Offices Mercantile -Shops and Stores	sq. m.	X	\$1,938	=	
	sq. ft	X	\$180	=	
Tenant Improvement, Addition, Renovation	sq. m.	X	\$1,572	=	
	sq. ft	X	\$146	=	
Group E E.g. <u>High Hazard</u> - Distilleries, Spray Painting <u>Medium Hazard</u> - Cold Storage, Repair Garage, Storage, Warehouse <u>Low Hazard</u> - Factories, Workshops, Warehouses, Sales Rooms, Parking Garage, Accessory Buildings	sq. m.	X	\$1,615	=	
	sq. ft	X	\$150	=	
Tenant Improvement, Addition, Renovation	sq. m.	X	\$1,572	=	
	sq. ft	X	\$146	=	
Others (specify – ex., structural changes, safety or health)				=	
Total Estimated Construction Cost				=	\$

Permit Fee Calculation

Total Estimated Construction Cost <small>Round up to the next hundred</small>	\$	X \$10.45	÷ \$1000	=	\$ <small>Minimum of \$100</small>
Partial Permit (optional) <small>(minimum of \$200.00 up to maximum of \$4,516.00)</small>		sq. m.	X	\$1.52	= \$
Sub Total				=	\$
Safety Codes Council Fee	4% of permit cost <small>(minimum of \$4.50 up to a maximum of \$560.00)</small>			=	\$
Total Building Permit Fee				=	\$