

Single Family Residential Development Permit Application Checklist

This “checklist” of submission requirements shall be attached to all Development Permit Applications for residential dwellings. To facilitate the thorough evaluation and timely decision of your application all materials submitted must be clear, legible, precise and prepared to professional drafting standards. Thank you for your cooperation.

All boxes shall be “CHECKED” and information indicated attached to the development permit application. APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THIS LIST ATTACHED.

- MINIMUM OF THREE (3) COPIES OF PLOT PLAN.** Plot Plan shall be prepared by an Alberta Land Surveyor and/or Engineering Firm and shall provide the following information:
 - Standard Information:** Legal Description, Name of Subdivision and Phase # if applicable, Civic Address, and Location within the Regional Municipality of Wood Buffalo (for example: Fort McMurray).
 - Information on the Drawing**
 - Key Plan at a scale of 1:1000, provides site context with adjacent area, includes overall lot dimensions
 - Detail Plan at a scale of between 1:200 - 1:300
 - Illustrates the exact location of the building with dimensions to all property lines. Where a building is not set perpendicular to any of the property lines, a minimum of two dimensions from one side to the adjacent property line is required.
 - The building footprint is dimensioned. All proposed boxouts, cantilevers, open or covered decks, porches or verandas, landings and stairs are shown. Indicate with a note or line weight variation the foundation wall verse boxout or cantilever. **The Regional Municipality of Wood Buffalo approves what is indicated on the plot plan. Anything that does not appear on these plans does not have development approval.**
 - Illustrates all registered easements and right of ways on the subject property. Reference registered plan number if applicable.
 - Illustrates the approved Subdivision Design Grades including front, rear and mid points on side yards at property lines. On split drainage lots note specifically the high point.
 - Illustrates the proposed lot grades, note cross slopes from proposed building to adjacent property lines perpendicular at the front and rear of the house. The proposed grades and slopes shall be illustrated in a different font or colour from the Subdivision Design Grades for ease of reading.
 - Illustrates detail drainage patterns - where swales, internal high points exist on site or other site-specific drainage is proposed provide all necessary information clearly on the plot plan. If a retaining wall is being proposed or is required provide grades at top of bottom of retaining walls and the length of the wall. Note: retaining walls 1.0 m high or greater must meet the Land Use Bylaw requirements of section 74.4.
 - Detail Information**
 - Lot Area.
 - House Area - this total shall include attached garage, all cantilevers, decks, porches and/or verandas.
 - Accessory Building Coverage - if applicable, note area of shed or detached garage.
 - Site Coverage - the percentage of the lot area covered by proposed and existing structures.
 - Legend - identifying all symbols used in the development of the plan shown.
 - Critical Design Elevations: finished main floor, top of concrete (basement) wall, bottom of footing, finished grades at back of house, finished grade at front of house, front of garage floor, etc.
 - Builder/Owner.
 - Building Type - such as bi-level, bungalow, two storey. Building Model (if applicable).
 - Standard Notes: all measurements are to be expressed in metric; all measurements are shown to outside face of building foundation wall at ground level, etc.
 - Revision Block - include revision number, date, reason for revision and initials.
 - Company Information - name, address, telephone, fax and email, etc. as well as initials for employee responsible for the drawing, job no. or other referencing information.
- MINIMUM OF THREE (3) COPIES OF BUILDING PLANS (Blueprints).** Plans shall be properly drafted, to scale and contain the following information:
 - Scale and dimensions of exterior walls and interior rooms (including cantilevers and projections).
 - Floor Plans of all living space proposed.
 - Building Elevations including: front, sides and rear elevations. Indicate building height (finished grade to top of roof peak), roofing materials and roof pitch. Include a description of exterior finishing materials. Show the location of all proposed openings – doors and windows.
- CERTIFICATE OF TITLE INDICATING REGISTERED PROPERTY OWNER.** If Applicant is not the registered owner, a letter of authorization from the owner shall accompany the application.
- APPLICABLE FEES.** Development fees and Off Site Levy (where applicable) made payable to the Regional Municipality of Wood Buffalo.
- SUBMISSION OF DETAILED DESCRIPTION OF ANY NON-CONFORMITY** of the Land Use Bylaw, including a detailed explanation why the Land Use Bylaw Standard has not been met.