



4512 - 46 Street
 Olds AB T4H 1R5
 Main: 403.507.4804
 Fax: 403.507.4856
 Email: plananddevelop@olds.ca

DP # _____

Property Address		Project Description		
Lot	Block	Plan		
Name of Applicant			Tel Fax	Cell
Address of Applicant				Postal Code
E-mail				
Name of REGISTERED OWNER			Tel Fax	Cell
Address Of REGISTERED OWNER				Postal Code
Estimated Value of Project		Commencement Date (Estimated)		Completion Date (Estimated)
OFFICE USE ONLY				
DP Fee \$400 + (_____ dwelling units x \$50) _____ = Total \$ _____ Security \$ _____ Receipt # _____				
Utility Excavation Permit Connect Fee \$ _____ Security \$ _____ Receipt # _____				

The following information is necessary to enable a thorough evaluation and timely decision on your application. **Applicants are required to fill in the column, "Applicant"**. As far as possible, drawings and plans should be prepared to professional drafting standards.

Office	Applicant	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	1. Current copy of CERTIFICATE OF TITLE (dated within 3 months) and copies of any REGISTERED UTILITY RIGHT OF WAY, EASEMENT AGREEMENT or CAVEAT by the Town
<input type="checkbox"/>	<input type="checkbox"/>	2. OWNER AUTHORIZATION (if the applicant is not the owner of the property)
<input type="checkbox"/>	<input type="checkbox"/>	3. APPLICATION FEE
<input type="checkbox"/>	<input type="checkbox"/>	4. DEVELOPMENT SECURITY DEPOSIT (Refunded upon completion of development permit conditions)
<input type="checkbox"/>	<input type="checkbox"/>	5. UTILITY EXCAVATION PERMIT APPLICATION
<input type="checkbox"/>	<input type="checkbox"/>	6. SITE PLAN
<input type="checkbox"/>	<input type="checkbox"/>	a) North arrow
<input type="checkbox"/>	<input type="checkbox"/>	b) Property address
<input type="checkbox"/>	<input type="checkbox"/>	c) Legal description (Lot, Block, Plan)
<input type="checkbox"/>	<input type="checkbox"/>	d) Property lines
<input type="checkbox"/>	<input type="checkbox"/>	e) Label adjacent streets, lanes, sidewalks & curbs
<input type="checkbox"/>	<input type="checkbox"/>	f) Utility rights-of-way and easements
<input type="checkbox"/>	<input type="checkbox"/>	g) Foundation outline of dwelling, outline of eaves any other projections (e.g. cantilevers) & decks
<input type="checkbox"/>	<input type="checkbox"/>	h) Front, side and rear setbacks from property lines (show dimensions)
<input type="checkbox"/>	<input type="checkbox"/>	i) Outline and location of any accessory buildings dimensioned to the two closest property lines

<input type="checkbox"/>	<input type="checkbox"/>	j) Lot grades (include grade points as indicated on pg. 4, Diagram 1) See <u>LOT GRADE NOTE</u> below
<input type="checkbox"/>	<input type="checkbox"/>	k) Width & length of all parking areas including parking pads, stalls, driveways, etc.
<input type="checkbox"/>	<input type="checkbox"/>	l) Retaining walls (existing and proposed) indicating length, width & height
<input type="checkbox"/>	<input type="checkbox"/>	m) Location of existing and proposed fences
<input type="checkbox"/>	<input type="checkbox"/>	n) Location of existing and proposed service lines
<input type="checkbox"/>	<input type="checkbox"/>	7. ELEVATION DRAWINGS - 2 sets (11"x17"), showing:
<input type="checkbox"/>	<input type="checkbox"/>	a. Exterior of proposed building, including windows, doors, projections and decks
<input type="checkbox"/>	<input type="checkbox"/>	b. Lot grades, grades at the corners of the building and the grade lines plotted on each of the building elevation drawings and extended to property line (consistent with the Site Plan)
<input type="checkbox"/>	<input type="checkbox"/>	c. Height from grade to the top of roof on each elevation drawing
<input type="checkbox"/>	<input type="checkbox"/>	d. Elevations of any proposed retaining wall
<input type="checkbox"/>	<input type="checkbox"/>	8. FLOOR PLANS - 2 sets (11"x17"), showing:
<input type="checkbox"/>	<input type="checkbox"/>	a. Layout of all exterior and interior walls. Identify rooms by function (eg. kitchen, bathroom, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	b. Location of all doors and windows
<input type="checkbox"/>	<input type="checkbox"/>	c. Dimensions of the building(s); including cantilevers, other projections, decks, etc.
<input type="checkbox"/>	<input type="checkbox"/>	

LOT GRADE NOTE

1. In **new subdivisions** the following information is required (see diagrams pages 4-8):
 - a) The Building Grade Certificate, produced by the engineer for the developer of the subdivision, must be submitted with the application;
 - b) All grades shown on the Building Grade Certificate must be shown on the site plan and the elevation drawings. The elevation drawings should also show the elevations of the footings and the sanitary invert if applicable.
2. In **developed areas** (infill) of the community, grades are required at the locations indicated on attached diagrams.

The Development Authority may require additional material to properly evaluate the proposed development.

In addition to **1 set of plans** required for the Development Permit Application, a **Building Permit Application** requires an additional **2 sets of plans** (11'x17').

I hereby make application under the provisions of the Town of Olds Land Use Bylaw #01-23 for a Development Permit in accordance with the plans and supporting information submitted herein and which form part of this application.

Name of APPLICANT (Please Print)

Signature of APPLICANT

DATE

Owner Authorization Form

DP # _____

PLEASE PRINT

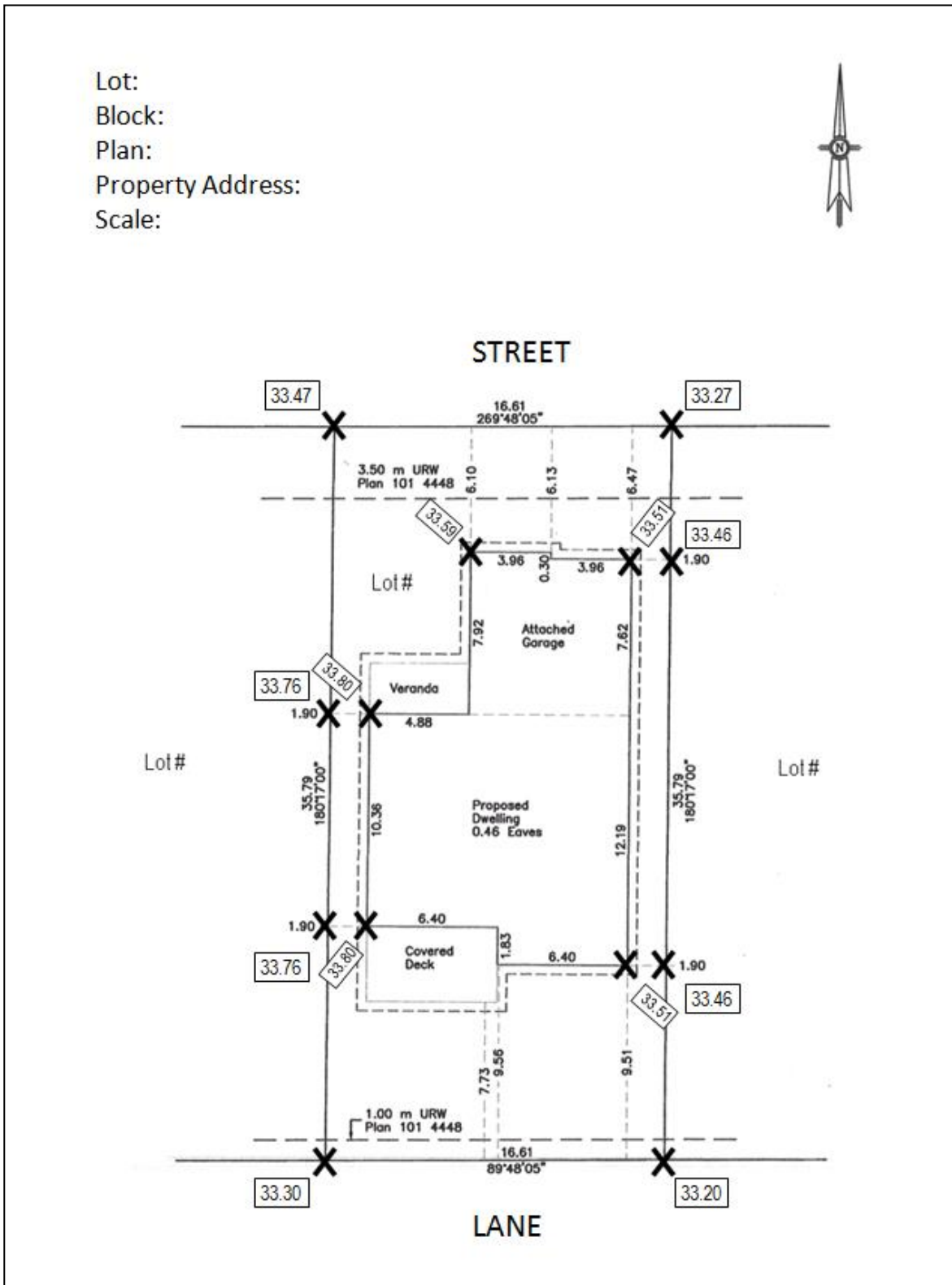
Property Address		
Lot	Block	Plan
I hereby certify I am the Registered Owner or Agent authorized to act on behalf of the registered owner(s) of the above stated property.		
_____ Name of <input type="checkbox"/> Registered Owner / <input type="checkbox"/> Agent		
_____ Signature of <input type="checkbox"/> Registered Owner / <input type="checkbox"/> Agent	_____ Date	

IF ABOVE SECTION IS NOT SIGNED BY A REGISTERED OWNER, THE SECTION BELOW MUST BE COMPLETED:

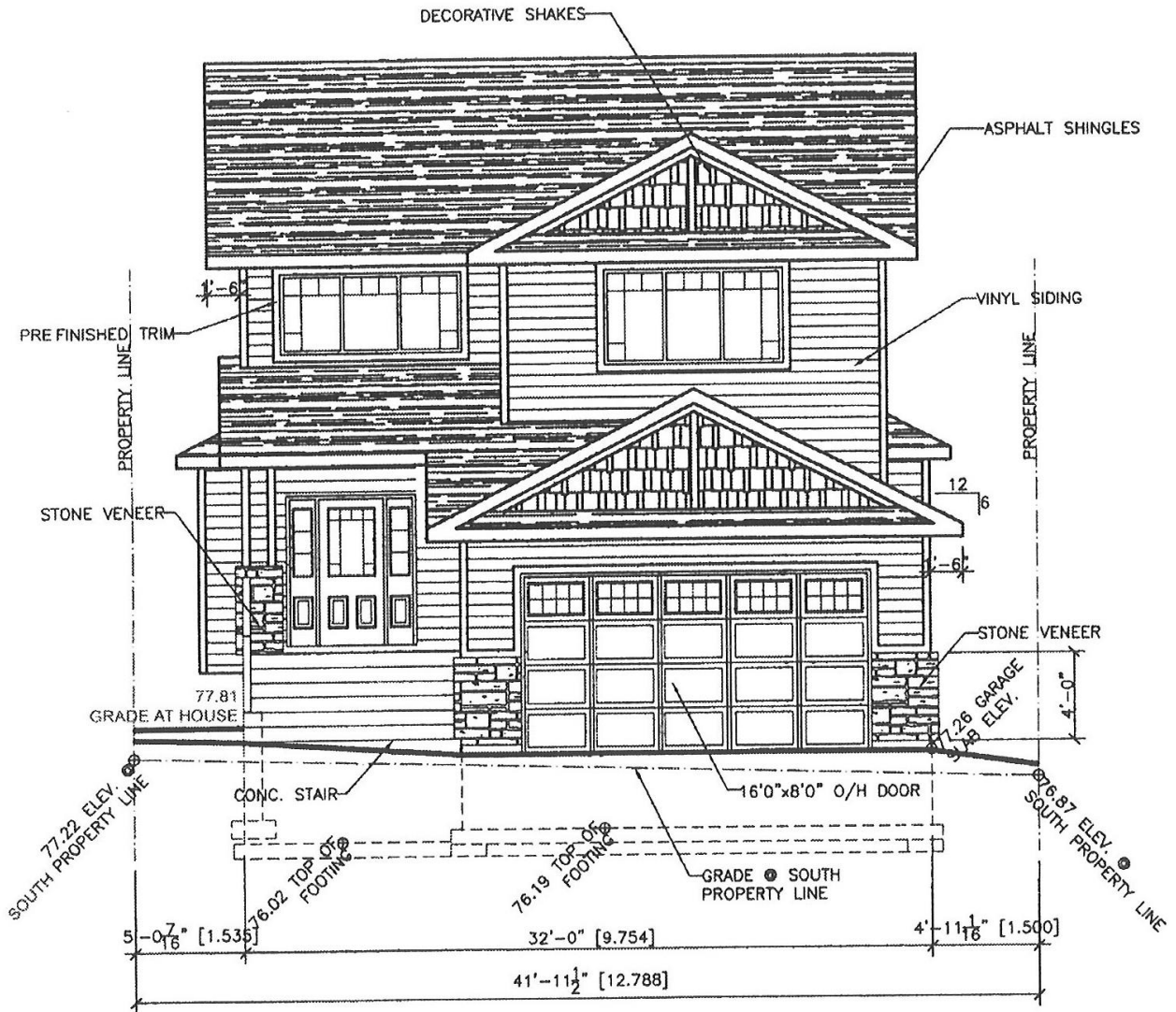
<input type="checkbox"/> I/we authorize the above named Agent to act on our behalf in submission of this Application.	
_____ Name of Registered Owner	_____ Name of Registered Owner
_____ Signature of Registered Owner	_____ Signature of Registered Owner
_____ Date	_____ Date
<p>Please Note:</p> <ul style="list-style-type: none"> ➤ A registered owner is required to sign. ➤ Form must be submitted with original signatures. ➤ If Registered Owner or Agent is a corporation, signed documentation showing names of those who have signing authority for the corporation must also be submitted. 	

The personal information on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used in order to process this form. Please forward questions or concerns to the FOIPP Coordinator at 4512 46 Street, Olds, AB T4H 1R5. Phone 403-556-6981, Fax 403-556-6537, or email FOIP@olds.ca

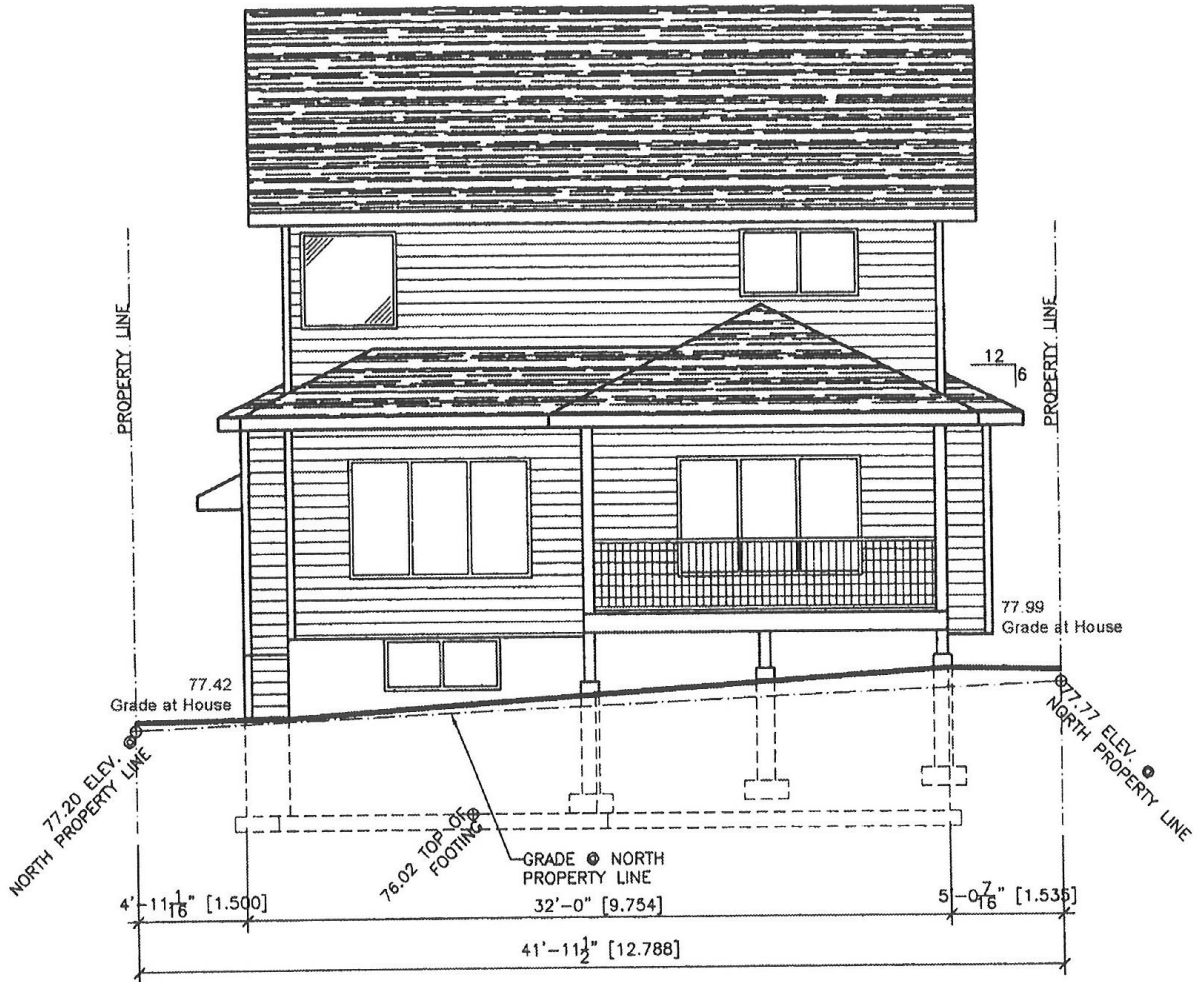
DIAGRAM 1 – EXAMPLE OF LOT GRADES



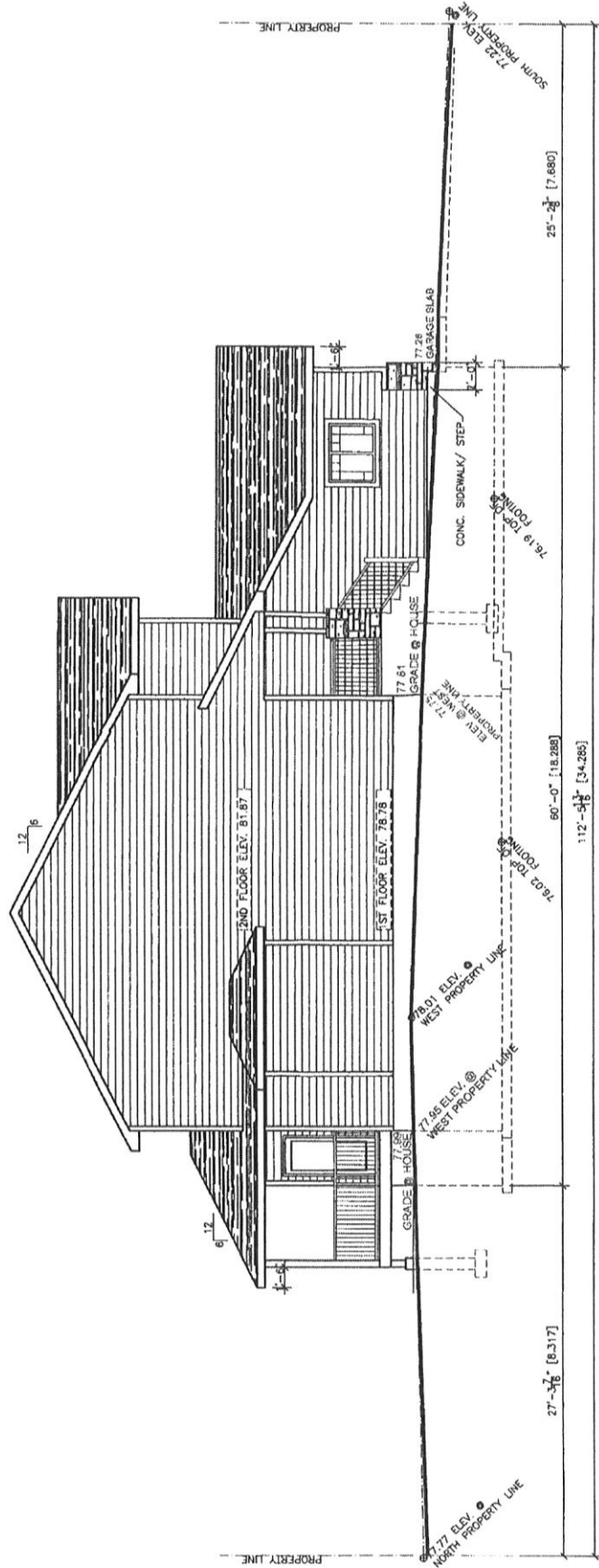
1 SOUTH ELEVATION
 A3 3/16"=1'-0"



2 NORTH ELEVATION
A3 3/16"=1'-0"



3 WEST ELEVATION
 A3 3/16" = 1'-0"



4 EAST ELEVATION
A3 3/16"=1'-0"

