



# DEVELOPMENT PERMIT INDUSTRIAL INSTITUTIONAL APPLICATION

To fill out this form on your computer, please save it and open it using [Adobe Acrobat Reader](#). (Available for free.)

DP # \_\_\_\_\_

Property Address	Lot	Block	Plan
Project Description			
Name of Applicant	Tel		Cell
Address of Applicant			Postal Code
E-mail			
Name of REGISTERED OWNER	Tel		Cell
Address of REGISTERED OWNER			Postal Code
Estimated Value of Project	Commencement Date (Estimated)	Completion Date (Estimated)	
<b>OFFICE USE ONLY</b>			
Development Permit App Fee \$500 + \$0.50/_____ m <sup>2</sup> = \$_____ Receipt # _____			
Development Security in the amount of \$_____ provided by:			
<input type="checkbox"/> Letter of Guarantee Dated _____ OR <input type="checkbox"/> Receipt No. _____			
Utility Excavation Permit Connect Fee \$_____ Security \$_____ Receipt # _____			

The following information is necessary to enable a thorough evaluation and timely decision on your application. To expedite the evaluation, all materials submitted must be clear, legible and precise. 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. <b>CERTIFICATE OF TITLE</b> (current-within 3 months)
<input type="checkbox"/>	<input type="checkbox"/>	2. <b>OWNER AUTHORIZATION</b> – Form signed or a letter of authorization from the registered owner of the land or other persons having legal or equitable interest in the site confirming the agent’s authority to make the application.
<input type="checkbox"/>	<input type="checkbox"/>	3. <b>APPLICATION FEE</b> (\$500 + \$0.50/m <sup>2</sup> )
<input type="checkbox"/>	<input type="checkbox"/>	4. <b>DEVELOPMENT SECURITY</b> (10% of project value)
<input type="checkbox"/>	<input type="checkbox"/>	5. <b>OFF-SITE LEVY FEES</b> – as per <b>Bylaw 2018-34</b> (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	6. <b>UTILITY EXCAVATION PERMIT APPLICATION</b> (Including connection fees and security)

Office	Applicant	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	<b>7. SITE PLAN -</b>
		a) General Information: <ul style="list-style-type: none"> <li><input type="checkbox"/> North Arrow</li> <li><input type="checkbox"/> Property Address</li> <li><input type="checkbox"/> Legal description (Lot, Block, Plan)</li> <li><input type="checkbox"/> Property lines and property dimensions, shown and labeled</li> <li><input type="checkbox"/> Utility rights-of-way and easements, shown and labeled</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	b) Outline and label all proposed buildings and structures on the site, including eaves and all projections (e.g. cantilevers). Include dimensions of building.
<input type="checkbox"/>	<input type="checkbox"/>	c) Setbacks from proposed buildings and/or structures dimensioned to all property lines, labeled in accordance with the Land Use Bylaw
<input type="checkbox"/>	<input type="checkbox"/>	d) Adjacent streets (existing and proposed) showing: <ul style="list-style-type: none"> <li><input type="checkbox"/> Name of street and label the lane</li> <li><input type="checkbox"/> Sidewalks, public pathways, curb &amp; gutters dimensioned from property lines and including sidewalk width</li> <li><input type="checkbox"/> Curb cuts and driveway entrances and widths dimensioned from property lines</li> </ul>
		e) Layout of parking areas showing: <ul style="list-style-type: none"> <li><input type="checkbox"/> Dimensioned depth, width, angle and number of parking stalls</li> <li><input type="checkbox"/> Universally accessible stalls, access ramps, drop curbs for wheelchair accessibility, loading stalls</li> <li><input type="checkbox"/> Aisle dimensions</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	f) Surface treatment for all areas including parking, sidewalks and landscaping
<input type="checkbox"/>	<input type="checkbox"/>	g) Location, size and type of all exterior doors
<input type="checkbox"/>	<input type="checkbox"/>	h) Location of bicycle racks and the number of bikes accommodated
<input type="checkbox"/>	<input type="checkbox"/>	i) Location of any drive-thru facilities, stacking spaces for vehicles, location of drive-thru signage (e.g. entrance, exit, informational, directional and menu board signs) if applicable
<input type="checkbox"/>	<input type="checkbox"/>	j) Location and height of all existing and proposed fencing and retaining walls, from geodetic grade
<input type="checkbox"/>	<input type="checkbox"/>	k) Location of garbage and recycling bins and loading areas. Provide elevation drawing of garbage enclosures; indicate materials, colours and dimensions. Please ensure these enclosures are consistent with Waste Management of Canada Corp. design specifications.
<input type="checkbox"/>	<input type="checkbox"/>	<b>8. UTILITY PLANS, SITE STORMWATER MANAGEMENT PLANS &amp; SITE GRADING PLANS</b> These may be included on the site plan for small developments provided the drawings remain clear and uncluttered. All drawings should be fully dimensioned at a metric scale not less than 1:100 showing:
<input type="checkbox"/>	<input type="checkbox"/>	a) Utility Plan <ul style="list-style-type: none"> <li><input type="checkbox"/> Location of all proposed and/or existing shallow &amp; deep utilities (e.g. water, sanitary sewer, storm sewer, gas, electrical, cable, telephone, either underground or overhead and fiber optic)</li> <li><input type="checkbox"/> Location of all lighting and light standards, catch basins, utility poles, hydrants and utility fixtures, on or adjacent to site</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	b) Stormwater Management Plan <ul style="list-style-type: none"> <li><input type="checkbox"/> Plans must clearly show the location and details of sanitary sampling manholes and stormwater pretreatment devices as required</li> <li><input type="checkbox"/> Site drainage calculations including:               <ul style="list-style-type: none"> <li>- Allowable release rate</li> <li>- Drainage areas and associated runoff coefficients</li> <li>- Storage requirements</li> <li>- Runoff control structure release calculations</li> </ul> </li> <li><input type="checkbox"/> Site stormwater storage areas including:               <ul style="list-style-type: none"> <li>- Extent of ponding area</li> <li>- Depth and volume of ponding</li> <li>- Elevation of top of ponding for the 1:100 year critical event</li> </ul> </li> <li><input type="checkbox"/> Areas greater than 0.16 ha require on-site detention that accommodates 1:100 year critical events</li> </ul>

<input type="checkbox"/>	<input type="checkbox"/>	c) <b>Grading Plan</b> Existing and proposed geodetic grades, contours and any special topographical features or site conditions
<input type="checkbox"/>	<input type="checkbox"/>	9. <b>LANDSCAPING PLANS</b> - These may be included on the site plan for small developments provided the drawings remain clear and uncluttered. All drawings should be fully dimensioned at a metric scale not less than 1:100 showing:
<input type="checkbox"/>	<input type="checkbox"/>	a) Trees, shrubs and significant vegetation showing what is to be added, removed and retained. All species should be Chinook tolerant and drought resistant. Please include the following information: <ul style="list-style-type: none"> <li><input type="checkbox"/> Number and location of all trees and/or shrubs</li> <li><input type="checkbox"/> Type (deciduous, coniferous or ornamental) and species (common and botanical name)</li> <li><input type="checkbox"/> Size (caliper for deciduous, height for coniferous)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	b) Surface treatment of all soft landscaped areas (e.g. grass, shrubs, mulch) and hard landscaped areas (e.g. decorative pavers, brick, stamped concrete) including the boulevard
<input type="checkbox"/>	<input type="checkbox"/>	c) Total landscaped area (square meters)
<input type="checkbox"/>	<input type="checkbox"/>	d) Curb details to separate landscaping
<input type="checkbox"/>	<input type="checkbox"/>	10. <b>FLOOR PLANS</b> - All drawings should be fully dimensioned at a metric scale not less than 1:100 showing:
<input type="checkbox"/>	<input type="checkbox"/>	a) Layout of all exterior and interior walls, include the floor plan of the proposed building (identify retail space, office space, mechanical rooms, stairways, elevators, eating areas, washrooms, internal garbage storage areas, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	b) Total gross floor area, and gross floor area of each unit, bay or occupancy (in metric)
<input type="checkbox"/>	<input type="checkbox"/>	c) Location of exterior and interior doors and windows
<input type="checkbox"/>	<input type="checkbox"/>	d) Loading and internal garbage storage areas
<input type="checkbox"/>	<input type="checkbox"/>	e) If a public assembly area, restaurant or drinking establishment is proposed, provide a floor plan which includes a seating plan. Show the area in which the public will have access to the consumption of food and/or beverages.
<input type="checkbox"/>	<input type="checkbox"/>	11. <b>ELEVATION DRAWINGS</b> - All drawings should be fully dimensioned at a metric scale not less than 1:100 showing:
<input type="checkbox"/>	<input type="checkbox"/>	a) Exterior of the proposed buildings including all windows, doors, loading bays, projections, fascia, decorative elements, rooftop mechanical screening, service meter location and screening and exterior lighting details
<input type="checkbox"/>	<input type="checkbox"/>	b) Dimensioned height from grade on all elevations, measured at the point of the elevation where the difference between roof and top of grade is greatest
<input type="checkbox"/>	<input type="checkbox"/>	c) Dimensioned height to main floor from existing and proposed geodetic grades on all elevations
<input type="checkbox"/>	<input type="checkbox"/>	d) Profile of sloping driveways or ramps show the grade from the building to the curb or back of sidewalk
<input type="checkbox"/>	<input type="checkbox"/>	e) If any roof-top equipment is to be added, information on how the equipment will be screened (include elevation details for screening and a roof plan)
<input type="checkbox"/>	<input type="checkbox"/>	f) Elevation of any retaining wall, fence and garbage enclosure
<input type="checkbox"/>	<input type="checkbox"/>	12. <b>SIGNAGE</b> - As far as possible for new development, all signs will be approved under the Development Permit for the development if information and drawings are provided. If no signs are proposed then an explanation should be provided. Signage (building and/or site) that is not included will require a separate Development Permit Application.
<input type="checkbox"/>	<input type="checkbox"/>	13. <b>OTHER</b> support information that may be required depending on site conditions:
<input type="checkbox"/>	<input type="checkbox"/>	a) If a restaurant or drinking establishment is proposed confirm whether it will be licensed by AGLC and whether minors are allowed at all times or prohibited and whether it will include VLT's
<input type="checkbox"/>	<input type="checkbox"/>	b) Traffic impact assessment
<input type="checkbox"/>	<input type="checkbox"/>	c) Site Contamination report or statement.

<input type="checkbox"/>	<input type="checkbox"/>	d) 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, as well as the surface treatment of remaining areas
<input type="checkbox"/>	<input type="checkbox"/>	e) Roadside Development Permit (Alberta Transportation) if within 300 m of the provincial highway right-of-way boundary or within 800 m of the centre point of an intersection of the provincial highway with another public road for all proposed developments, including change in use of existing development or access and for all proposed signs, including sign information changes
<input type="checkbox"/>	<input type="checkbox"/>	f) Road widening requirements resulting from the Land Use Bylaw and Functional Planning Studies.

Please provide a written submission describing the proposed development. Describe the use of the site and what materials will be stored, the type and volume of waste materials, noise, number of staff, number of vehicles used or stored at this site.

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

**The Development Officer will require 1 (11"x17") paper copy of the plans and 1 digital copy for the Development Permit. The Building Permit application will require 2 sets of plans (minimum size 11"x17").**

I hereby make application under the provisions of the Town of Olds Land Use Bylaw No. 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



# BUILDING PERMIT APPLICATION

BP Fee \$ _____	Receipt# _____
SCC Fee \$ _____	Roll # _____
<b>TOTAL</b> \$ _____	

Building Permit #	Application Date
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**Project Location:**  
 Civic Address \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

**Applicant** \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City/Town \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Email \_\_\_\_\_

**Owner/ Prospective Owner** \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City/Town \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Email \_\_\_\_\_

**Contractor** \_\_\_\_\_ Contact Person: \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City/Town \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Email \_\_\_\_\_

**Name of Architect/ Engineer**  
 (if applicable) \_\_\_\_\_

**Occupancy Type:**  Residential  Commercial  Industrial  Institutional  Other \_\_\_\_\_  
**Type of Work:**  New Construction  Addition  Renovation  Demolition  Foundation  Garage / Shed / Carport  
 Wood Burning Appliance  Other \_\_\_\_\_  
**Building Area Ft<sup>2</sup>:** \_\_\_\_\_ **Basement Development Ft<sup>2</sup>** \_\_\_\_\_ **Number of Stories** \_\_\_\_\_

**Description of Work:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Value of Material & Labour \$ \_\_\_\_\_

**Permit Applicant Declaration:** The permit applicant certifies that this installation will be completed in accordance with the Alberta Safety codes Act and Regulations and work will commence within 90 days.

**APPLICANT NAME** \_\_\_\_\_ **APPLICANT SIGNATURE** \_\_\_\_\_

The personal information requested on this form is being collected for the purpose of processing your application and is governed, authorized and protected by the Freedom of Information and Protection of Privacy Act (FOIP). By providing this information, you consent to its use for the above purposes. If you have any questions with respect to the collection or release of this information, please contact the Town of Olds FOIP Coordinator at (403) 556-6981.

**Permit Validation Section:**

Special Conditions: \_\_\_\_\_

General Conditions: \_\_\_\_\_

This Permit expires if the construction to which it applies:

- Is not commenced within 90 days from the date of issue of the permit,
- Is suspended or abandoned for a period of 120 days, or
- Is in respect of a seasonal use residence and the construction is suspended or abandoned for a period of 240 days after the construction is started.

\_\_\_\_\_

AB New Home Warranty   
 (If applicable)

**Email: [planning@olds.ca](mailto:planning@olds.ca)**  
**Phone: 403-507-4806**

Issuing S.C.O. Name	S.C.O. Designation #	S.C.O. Signature	Date of Issue
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# OWNER AUTHORIZATION

PLEASE PRINT

DP # \_\_\_\_\_

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  Registered Owner /  Agent

\_\_\_\_\_  
Signature of  Registered Owner /  Agent

\_\_\_\_\_  
Date

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

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

**Please Note:**

- 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 FOIP Coordinator at 4512 46 Street, Olds, AB T4H 1R5. Phone 403-556-6981, Fax 403-556-6537, or email FOIP@olds.ca*

**Please ensure your application is complete before submitting.**