

To ensure your application is reviewed in a timely manner, please find your project type from the options below for a list of additional submittal requirements. Please ensure all materials submitted are clear and legible.

This checklist can be utilized for commercial, industrial, institutional or multi-unit residential (>4 units) developments. If you are applying for a residential development or a sign, please refer to the Residential Development Permit Application Package or the Sign Application package.

REQUIRED FOR ALL DEVELOPMENT PERMIT APPLICATIONS	
✓	Required Submittal
	Completed Application Form
	Application Fee
	Applicant and Registered Owner signatures on the Application Form
	or
	Signature of Applicant and a Letter of Authorization from the Registered Owner

ADDITIONAL SUBMITTALS BY PROJECT TYPE			
ADDITION		CHANGE OF USE	
✓	Required Submittal	✓	Required Submittal
	Site Plan indicating proposed location, size and setbacks to property lines and other buildings on site		Site Plan indicating location and stall size of available parking on site
	Drawings of proposed addition including floor and elevation plans		Floor Plan indicating room dimensions and uses, and location of doors and windows
SIGN (PERMANENT OR PORTABLE)		ACCESSORY BUILDING	
✓	Required Submittal	✓	Required Submittal
	Please utilize the Sign Application Package found on our website		Site Plan indicating proposed location, size and setbacks to property lines and other buildings on site
			Drawings of proposed building indicating overall height
NEW CONSTRUCTION			
✓	Required Submittal		
	As new construction applications vary, we recommend making a pre-application meeting with our Planning & Development Staff (780 349 4444) to confirm the exact submittals required for your particular project. Typically at a minimum we will require:		
	Two (2) Hard Copies or Digital Copy of Drawings including, but not limited to, floor and elevation plans, site plan, landscaping and parking plan, lighting details, servicing and grading drawings		

**Separate forms can be obtained on our website or by contacting Planning & Development*

OFFICE USE ONLY

Application No.: APPN- _____ Development Permit No.: _____
 Application Fee: _____ ☐ DB ☐ MC ☐ VISA ☐ CHQ ☐ CSH ☐ ONLINE Receipt No.: _____ Land Use District: _____
 Date Received: _____ Rec'd By: _____ Deemed Complete: _____ DC By: _____

IMPORTANT: THIS IS NOT A BUILDING PERMIT

Any approvals granted regarding this application does not excuse the applicant from complying with the requirements of any Federal, Provincial, or other Municipal legislation or the conditions of any easement, restrictive covenant or agreement affecting the buildings or lands.

APPLICANT/LANDOWNER INFORMATION

Applicant Name:			Registered Owner Name(s): <i>(If different from Applicant)</i>		
Mailing Address:			Mailing Address:		
City:	Province:	Postal Code:	City:	Province:	Postal Code:
Phone:	Cell:		Phone:	Cell:	
Email:			Email:		

PROJECT LOCATION

Municipal Address			Roll Number			
Lot:	Block	Plan	Section	Township	Range	Meridian

PROPOSED DEVELOPMENT

Existing Use of Land or Building(s) on the Property:
Describe Proposed Development:
Project Value:

SIGNATURE

I/We hereby make application for a development permit under the provisions of the Town of Westlock Land Use Bylaw in accordance with the plans and supporting information submitted herewithin and which forms part of this application.

I/We agree that in the event of a Development Permit being granted for this application, I/We will comply in all aspects with the conditions subject to which it is granted and any Bylaws or legislation pertinent to this application and the proposed development.

I/We understand that any development and construction may not proceed prior to permit issuance and any commencement of development or construction prior to permit issuance is subject to penalties and/or a Stop Work Order.

Applicant Signature	Property Owner Signature
Print Name	Print Name