

Commercial, Industrial, Institutional and Multi-Unit Residential Development Permit Checklist

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.

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, respectively, on the Town's website (www.westlock.ca) or contact Planning & Development at (780) 349-4444.

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		

Development Permit Application Form

Development Application No.: _____

Office use only

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: _____ _____ Mailing Address: _____ City: _____ Province: _____ Postal Code: _____ Ph: _____ Cell: _____ Email _____	(if different from Applicant) Registered Owner Name(s): _____ _____ Mailing Address: _____ City: _____ Province: _____ Postal Code: _____ Ph: _____ Cell: _____ Email _____
--	---

Project Location

Municipal Address			Roll Number			
Lot(s)	Block	Plan	Section	Township	Range	Meridian W4

Proposed Development Information

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 herewith 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 respects with the conditions subject to which it is granted and any Bylaws or legislation pertinent to this application and to the proposed use.

Applicant Signature _____

Property Owner Signature _____

Print Name _____

Print Name _____

The personal information provided by you is being collected under the authority of the *Municipal Government Act* and will be used for the purposes under that Act. The personal information that you provide may be made public, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIP). If you have any questions about the collection, use, and disclosure of this information, please contact the FOIP Coordinator at the Town of Westlock at 780-349-4444.

*All development and construction that occurs prior to permit issuance is subject to a penalty which amounts to double the current permit fee. A Stop Work Order may also be issued.