

## 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 commercial, industrial, institutional or multi-unit (>4 units) residential development, please refer to the Non-Residential Development Permit Application Package on the Town's website ([www.westlock.ca](http://www.westlock.ca)) or contact Planning & Development at (780) 349-4444.

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

| ADDITIONAL SUBMITTALS BY PROJECT TYPE |  |   |  |
|---------------------------------------|--|---|--|
| ADDITION (INCLUDING COVERED DECK)     |  | SECONDARY SUITE                                 |  |
| ✓                                     | Required Submittal   | ✓   | Required Submittal   |
|                                       | Site Plan (a Real Property Report can be used) indicating proposed location, size and setbacks to property lines and other buildings on site |   | Site Plan (a Real Property Report can be used) indicating location and stall size of available parking on site                               |
|                                       | Drawings of proposed addition  |   | Floor Plan of proposed suite indicating room dimensions and uses, and location of doors and windows  |
| UNCOVERED DECK                        |  | ACCESSORY BUILDING (SHED, GARAGE, GAZEBO, ETC.) |  |
| ✓                                     | Required Submittal   | ✓   | Required Submittal   |
|                                       | Site Plan (a Real Property Report can be used) indicating proposed location, size and setbacks to property lines                             |   | Site Plan (a Real Property Report can be used) indicating proposed location, size and setbacks to property lines and other buildings on site |
| HOME OCCUPATION                       |  |   | Accessory Building Details Sheet (separate form*)  |
| ✓                                     | Required Submittal   |   | Drawings of proposed building (optional) indicating overall height   |
|                                       | Home Occupation Supporting Information (separate form*)  |   |  |
| NEW HOME CONSTRUCTION                 |  |   |  |
| ✓                                     | Required Submittal   |   |  |
|                                       | Surveyor's Plot Plan (Hard Copy or Digital) showing lot elevations, sanity service & storm sewer invert and driveway location                |   |  |
|                                       | Two (2) Hard Copies or Digital Copy of Drawings including floor and elevation plans  |   |  |
|                                       | Proof of New Home Warranty Insurance   |   |  |
|                                       | Proof of Provincial Builder Licensing  |   |  |

\*Separate forms can be obtained on our website or by contacting Planning & Development at (780) 349-4444

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

### Project Location

|                   |       |      |             |          |       |                |
|-------------------|-------|------|-------------|----------|-------|----------------|
| Municipal Address |       |      | Roll Number |          |       |                |
| Lot(s)            | Block | Plan | Section     | Township | Range | Meridian<br>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.