



Community Growth & Investment
planning@okotoks.ca
Phone: (403) 995-2760

MAJOR DEVELOPMENT PERMIT APPLICATION PROCESS

In this package you will find:

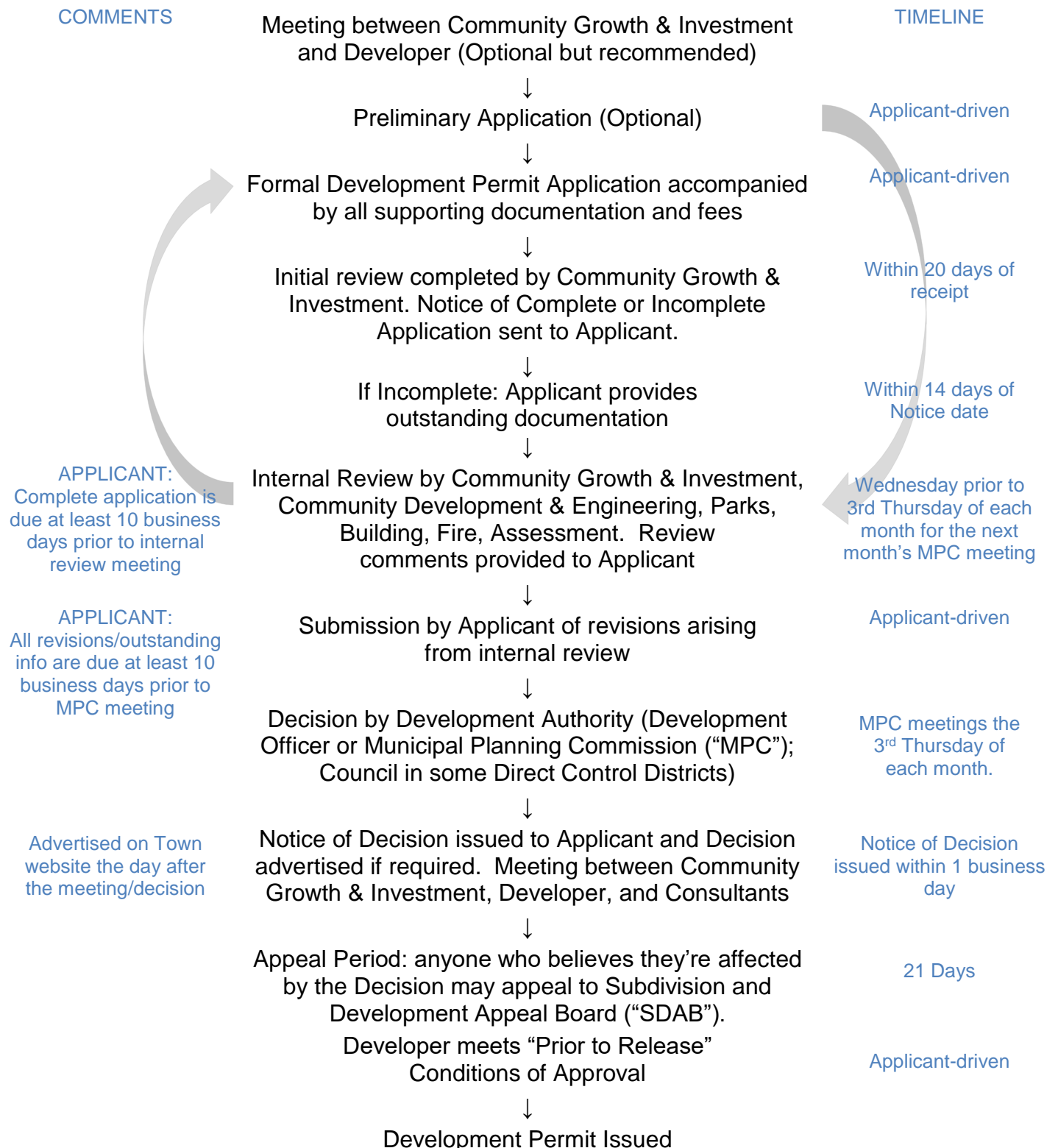
1. Flowcharts
 - a. Entire Process
 - b. Preliminary Application Process
 - c. Meeting Prior to Release Conditions
2. Detailed text of Development Permit Application Process
3. Checklists
 - a. Development Site Servicing Plan
 - b. Landscaping Plan
 - c. Site Lighting Plan
 - d. Sign Criteria
4. Development Permit Application Form and Development Permit Checklist

The current Fee Schedule can be found [here](#).

The Community Growth & Investment Team is here to assist you through the application process. Please contact us with any questions regarding this package or the Development Permit process.

Updated May 2022

MAJOR DEVELOPMENT PERMIT APPLICATION PROCESS





PRELIMINARY APPLICATION (Optional)

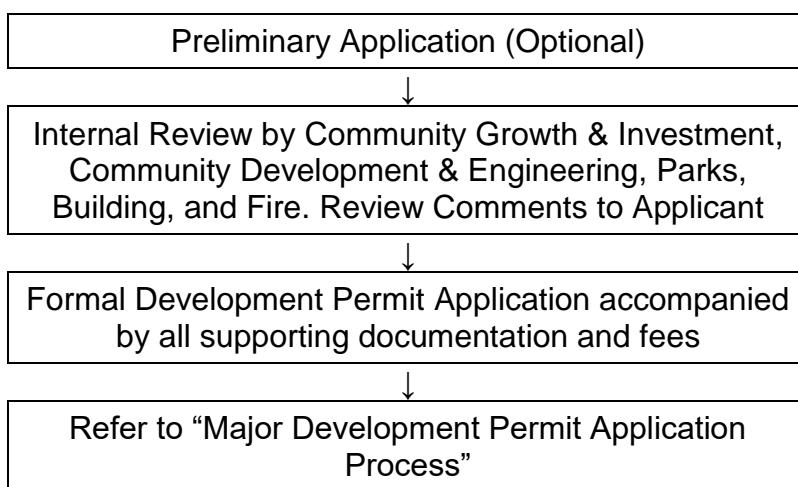
The Preliminary Application is a complimentary service offered to all Developers and is not mandatory. Developers may elect to forego Preliminary Application and go directly to a formal submission, especially if they are familiar with the process and Town requirements.

Feedback arising from review of a Preliminary Application can assist the Developer to determine whether the project will be supported as proposed. It allows the Developer to determine what changes may be necessary to conform to Okotoks regulations and standards before investing in a full set of professional drawings.

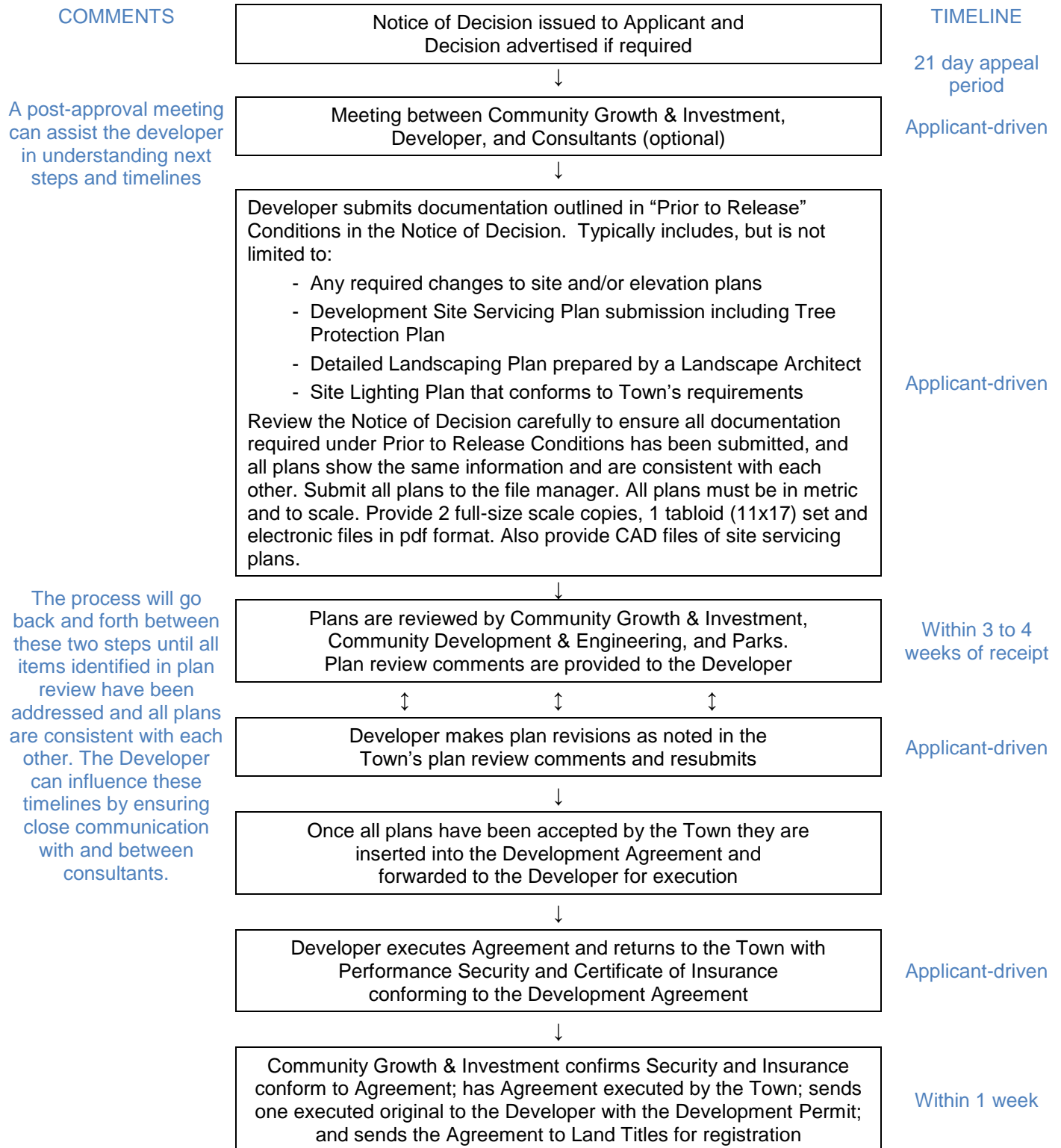
There is no fee for a preliminary application. Developers are asked to provide at least the following information:

- Development Permit Application form with the “Preliminary Application” box checked;
- Site Plan drawn in metric, to scale; and
- Elevation drawings in metric, to scale.

Every submission should include one full-size scale copy, one 11x17 and electronic files in pdf format.



MEETING PRIOR TO RELEASE CONDITIONS



The process will go back and forth between these two steps until all items identified in plan review have been addressed and all plans are consistent with each other. The Developer can influence these timelines by ensuring close communication with and between consultants.



DEVELOPMENT PERMIT APPLICATION

The applicant is encouraged to have pre-application discussions with Town staff prior to submitting an application.

When completing the Development Permit Application please note that, if the applicant is not the registered owner of the property, the application form must be signed where indicated by the registered owner of the property. Alternatively, a separate letter from the registered owner authorizing the applicant to make the application may be submitted. The letter must include the following two statements found on page 2 of the Development Permit Application:

1. The registered owner of the land authorizes this application and consents to paying any additional fees that may be incurred by the Town of Okotoks as a result of the review of this application, including but not limited to: consultant fees, legal fees or other disbursements. Payment must be received within thirty (30) days of the Town of Okotoks providing a copy of any relevant invoice to the registered owner of the property. Should payment not be received within thirty (30) days, the registered owner agrees that the Town of Okotoks may apply the balance owing to the tax account for the property.
2. The registered owner of the land authorizes the Town of Okotoks and their Agents to enter the subject land for the purpose of conducting a site inspection in connection with this application for a development permit.

Section 5.16 of Land Use Bylaw 17-21 ("LUB") outlines the requirements for a Development Permit Application in detail.

There is a checklist provided as an attachment to the Development Permit Application form. This checklist is intended to assist you in ensuring your submission is complete and conforms to the Town's information requirements the first time. Please use the checklist as your guide when preparing for submission of your application.

Submit two (2) full-size scale copies of all plans (no larger than 24"x36"), one (1) 11" x 17" copy of each plan, and digital plans in pdf format. All plans must be in metric units, and folded. Set should be folded to a size no larger than 9" x 12" (22.86cm x 30.48cm) and must not be stapled or taped. Sets may be accordion pleated.

Site Plan:

- ☐ The plan should be drawn **in metric, to scale 1:200 or other standard metric scale**
- ☐ Include all utility rights of way or easements on the property
- ☐ Show legal description and municipal address on every page
- ☐ Show areas to be landscaped and provide a chart on the plan indicating the area of the site, the area to be landscaped and the number of coniferous and deciduous trees, large and small, in accordance with the LUB
- ☐ Details of tree species are not typically provided at the application stage. If considering tree species at this stage, please refer to Section 11.12 of the General Design and Construction Specifications on okotoks.ca
- ☐ Show location of sidewalks and/or curbs in abutting public rights of way
- ☐ Show the adjacent boulevard and existing and/or proposed landscaping in the boulevard. Identify any trees that require removal or relocation to accommodate accesses
- ☐ Show proposed improvements to all portions of the site including loading facilities, bike racks, parking, drive aisles, fences, screening, retaining walls, storage areas and garbage/recycling facilities, etc.
- ☐ Provide dimensions of the site and relationships to property lines of all existing and proposed improvements, including retaining walls
- ☐ Show truck turning templates for Fire, delivery and garbage trucks
- ☐ Show access locations to and from the site including dimensions
- ☐ Show location of any freestanding signage
- ☐ If application is for an addition, include existing structure with addition

There may be additional requirements under the LUB. Please review and verify the proposed development is consistent with general and district-specific provisions of the LUB. The most recent version is available on okotoks.ca.

The minimum size of a parking space for commercial/industrial development is 2.6m in width and 5.8m in length. Barrier-free spaces must be provided in the ratio and at the dimensions required under the *Alberta Building Code*.

Monolithic sidewalks immediately adjacent and perpendicular to parking stalls shall be a minimum of 2.1m wide. If they are of a lesser width, wheel stops will be required in the parking stalls, spaced 0.6m from curb.

A Real Property Report may be used as the basis of the Site Plan for applications for additions to existing development, subject to copyright restrictions.

Architectural Elevations:

- ☐ **Drawings must be in metric, printed to scale**
- ☐ Provide elevations of all facades of each new building or addition including details of finishing materials and colours
- ☐ Show all fascia signage locations, a chart providing the dimensions and copy area of each sign, the areas of the face of the building or bay it is attached to and the % of the face of the building or bay the sign will occupy. Include details of the sign design and construction
- ☐ Any proposed window signage
- ☐ Signage Criteria for multi-tenant developments
- ☐ All rooftop apparatus developed at the initial time of construction or in the future must be screened with parapets or within the roof. Provide a shadow plan demonstrating the screening of rooftop apparatus
- ☐ Color elevations and color samples of all proposed finish materials – provide a material board
- ☐ Building height must be shown
- ☐ Elevations of all site details such as garbage enclosures, bike racks, bollards, fences
- ☐ Photos of any existing buildings on the site and abutting sites
- ☐ Address is to be prominently displayed on the building

Floor Plans

- ☐ Floor plans of the building(s) showing the proposed uses and the area of each use in square meters including mezzanines
- ☐ Total gross floor area and dimensions of the building(s) and bays

Depending on the site circumstances, other supporting documentation may include, but is not limited to:

- A Real Property Report to verify the location of an existing building or development that is the subject of the development permit application
- Samples of exterior finishing materials
- A biophysical impact assessment
- An environmental site assessment, to the extent required to determine potential contamination and mitigation
- A traffic impact analysis prepared by a qualified engineer specializing in transportation engineering
- A parking study prepared by a qualified professional
- A noise attenuation study prepared by a qualified professional
- A hazardous material impact analysis
- Descriptive information and plans showing how the form, mass and character of the proposed development will relate to and impact neighbouring development including

but not limited to effects of wind and shadows produced by the proposed development

- A site remediation plan where remediation of the site may be required pre-development
- Approvals, acceptance or recommendations from other departments, committees, agencies, or levels of government as applicable
- Outcome of an Open House
- Brief description of the proposed uses – type of business, hours of operation, etc.
- A Floodplain Planning and Hydrological Report may be required.
- A Slope Stability Geotechnical Report may be required where the property is adjacent to an escarpment (may be required on other sites at the discretion of the Approving Authority).
- The applicant may be asked to demonstrate that the development will conform to LUB Section 5.20 Additional Setback & Encroachment Considerations
- Parent Developer approval where applicable.
- A Building or Fire inspection report may be required.
- Demonstrated conformance with the Okotoks Flood Plain Policy and River Valley Management Plan.
- An Active Transportation Plan.
- An Environmental Study and Methane Mitigation Plan.
- Any other supporting documentation relevant to the development, at the discretion of the Development Officer

It's the applicant's responsibility to determine through discussion with Town staff what additional information or studies are required or requested and when the information is to be submitted. Processing time is dependent upon workloads and adherence to the timelines provided by the file manager.

The MPC meets on the third Thursday of each month. Applications are reviewed and processed on an "as received" basis, and all applications are subject to internal review and comment prior to referral to the MPC for a decision.

PRIOR TO RELEASE CONDITIONS

Before the Development Permit may be issued, the Developer must satisfy the “Prior to Release” conditions outlined in the Notice of Decision. Details respecting the plans typically required under prior to release conditions are provided below.

The Town will assign a file manager, who will be the Developer’s primary point of contact at the Town.

Community Growth & Investment recommends that the Developer retain or appoint a project manager to oversee the completion of Prior to Release conditions in order to avoid unnecessary delays. This person (or persons) should be the primary point of contact for the Developer to prevent fragmentation of information and ensure all relevant information is communicated to and from all involved parties. The project manager may be an owner/developer, architect, engineer, or any other party, and the project manager should be responsible for:

- ☐ Coordination of plan preparation under prior to release conditions
- ☐ Ensuring all disciplines are working from the approved Site Plan
- ☐ Review of all plans prior to submission to the Town to ensure they are all consistent with the approved Site Plan and with each other
- ☐ Review of all plan revisions prior to resubmission to ensure all plan review comments have been addressed

All plans submitted are subject to review and acceptance by the Town. Revisions and resubmission may be required following plan review. Ideally, plan review comments are addressed by the Developer’s consultants in the first resubmission in order that further revisions are not necessary before the plans may be accepted or approved by the Town.

Following are some typical “prior to release” conditions. Additional conditions may apply depending upon the site.

Revisions to Site and/or Elevation Plans – as outlined in the Notice of Decision.

Elevation Details of any Site Details that were not included with the application, e.g. garbage enclosure, fences, bike racks – as outlined in the Notice of Decision.

Development Site Servicing Plan Submission – The scope of work for the Engineering Consultant should include site inspection(s) during construction as required under the General Design and Construction Specifications, submission of Construction Completion Certificates (“CCC”) and Final Acceptance Certificates (“FAC”), and the preparation of as-built drawings when all work is completed. **See attached checklist.**

Landscaping Plan – The scope of work for the Landscape Architect should include CCC and FAC for all off-site landscaping (boulevards). **See attached checklist.**

Lighting Plan – See attached checklist.

Sign Criteria – See attached checklist.

Development Agreement

Once all the plans required under “prior to release” conditions have been finalized and accepted, Community Growth & Investment will insert them into the Development Agreement and prepare the Agreement for execution. The Developer executes both copies of the Agreement and returns them with the Certificate of Insurance and the Performance Security as outlined in the Agreement. The Town will then execute the Agreement, return one original to the Developer, and issue the Development Permit.

Other Approvals

Prior to the issuance of the building permit and any construction commencing, the Development Agreement must be executed, and the Development Permit issued, by the Town. This information package addresses the Development Permit process only. The Developer is responsible to apply for all other relevant permits in addition to the Development Permit and to conform with all relevant municipal, provincial and federal requirements associated with the project.

For Community Growth & Investment, Safety Codes (Building or Fire), Business Licensing, Community Development & Engineering, or Parks inquiries, please contact (403) 938-4404 and ask to be redirected to the relevant department.

For provincial agencies please refer to the Government of Alberta website or the blue pages of the Calgary Phone Book.



DEVELOPMENT SITE SERVICING PLAN SUBMISSION CHECKLIST

Each Development Permit and associated Development Site Servicing Plan (“DSSP”) submission will be different, and plans will be reviewed for compliance with General Design and Construction Specifications, available publicly on okotoks.ca.

This checklist is provided to assist the Professional Engineer (on behalf of the Developer) in designing the DSSP to the Town’s standards and specifications. This checklist is provided for convenience only and shall not be considered exhaustive; it contains minimum criteria and is to be used in conjunction with the General Design and Construction Specifications.

General Plan Information

- ☐ Title block shall contain at least the following information: address and legal description; project name; applicant name and contact person; name of consultant; original signed P. Eng. Stamp and legible permit to practice number
- ☐ Stormwater Management Report (required if: site is larger than 2ha; or site is smaller than or equal to 2ha and is without servicing by a storm sewer system; or site is smaller than or equal to 2ha and Best Management Practices (“BMP’s”) and Source Control Practices (“SCP’s”) are proposed to reduce on-site storage requirements, control runoff volume, and/or enhance water quality)
- ☐ Site Servicing Plan
- ☐ Site Grading Plan
- ☐ Stormwater management plan
- ☐ Detail sheet
- ☐ Erosion and Sediment Control Plan
- ☐ One (1) paper copy, one (1) pdf copy, one (1) AutoCAD copy of the plans showing:
 - plans to metric scale, clear and legible, maximum size of drawing to be 0.6m x 0.9m drawing sheet, minimum 1:100, all elevations in metric are Geodetic Datum
 - all plans submitted to be on the same sized paper
 - north arrow, pointing to the top or left of page
 - municipal address (street address) and legal address (lot, block, plan)
 - development permit number
 - size of parcel (ha)
 - label all elements of plan as existing or proposed
 - show and dimension property lines
 - indicate elevations at back of sidewalk – at property line corners and VPI’s
 - Indicate lane grade design elevations – at property line corners and VPI’s
 - adjacent streets labelled with street names
 - adjacent sidewalks and pathways shown and labelled

- curb cuts, medians, breaks in medians
- label and dimension road widening setbacks and corner cuts
- dimension (width and location) of any/all easements, utility rights of way, etc.
- each easement shall be labelled indicating type of easement and registration number
- Utilities on and adjoining the parcel (deep, shallow, overhead)

Deep and Shallow Utilities

- ☐ Hydrant coverage for proposed site meets applicable guidelines and specifications
- ☐ Locations and full dimensions for mains, services, manholes, hydrants and valves to property lines, buildings, and other utilities
- ☐ Show pipe size, type, class material, length, slope, and bedding material
- ☐ Location of all manholes and catch basins complete with pipe inverts and rim elevations
- ☐ Proposed sanitary/storm inverts at property lines and buildings
- ☐ Horizontal and vertical clearances at all utility crossings
- ☐ Locations of sanitary test manhole(s) or inspection chamber with details of easement if located on private property, if applicable
- ☐ Pipe capacity for large developments
- ☐ Gas, cable, telephone, electric (poles, fixtures, guy wires/pole anchors, transformer boxes, etc.)
- ☐ Location of all retaining walls, fences, landscaping, berms, swales, slopes and other physical features which could affect utility servicing both on the site and adjoining boulevards
- ☐ Location of on-site water meter (indicated by M)
- ☐ Total residential unit count
- ☐ Complete water meter details including all internal pipe at the meter, pressure reducing valves, backflow prevention devices, valves, and anchor details
- ☐ Irrigation meter details
- ☐ Pipe support details
- ☐ Tree locations (centre point of trunk) and indicated whether tree is to be retained or removed (at owner's expense). Show tree protection if construction will take place within 6m of any public tree or private tree to be retained

Surface drainage

- ☐ Plot existing and proposed surface grades along property lines and on-site
- ☐ Drainage pattern indicated by boundary lines and arrows complete with slopes
- ☐ Storm drainage calculations including discharge to minor systems, ponding, and catchment boundaries
- ☐ Location and elevation of emergency escape routes
- ☐ ICD's and HYDROVEX details
- ☐ Stormwater features such as storm ponds, trap lows, ICD's, oil/grit separators (include design information, BMP's, or Low Impact Development Practices)

Floodway, Flood Fringe and Overland flow

- ☐ Show floodway/flood fringe/overland flow lines on the plans complete with all step elevations and labels
- ☐ Dimension distance to buildings and structures
- ☐ Building main floor elevation at/above minimum required elevation

Outline and dimension buildings

- ☐ Detached buildings and structures
- ☐ Main floor elevations
- ☐ Principal entrance to building

Driveways and parking areas

- ☐ Label surface material
- ☐ Label curb cuts to be removed and rehabilitated
- ☐ Major grade changes

Other

- ☐ Professional Engineer has ensured that the design complies with all applicable specifications/guidelines/regulations/etc.
- ☐ If retaining walls are required and they have not been shown on the approved site plan, notify the Developer as the site plan and landscaping plan will need to be revised to show the retaining walls consistent with the DSSP

REQUIRED INSPECTIONS

CCC/FAC/DCC

Relevant Documents:

- General Design & Construction Specifications (current edition)
Search for the document on okotoks.ca

Community Development & Engineering Contact Information:

- Engineering Projects Coordinator
Email: engineering@okotoks.ca



LANDSCAPE PLAN SUBMISSION CHECKLIST

Each Development Permit and associated Landscaping Plan will be different, and plans will be reviewed for compliance with General Design and Construction Specifications and the LUB. Both documents are available publicly on okotoks.ca. You can discuss the specifics of your project at the Preliminary Application review meeting to determine whether additional components (pathways, play equipment, fenced storage, amenity areas, etc.) are required.

This checklist is provided to assist the qualified Landscape Architect (on behalf of the Developer) in designing the Landscaping Plan to the Town's standards and specifications. This checklist is provided for convenience only and shall not be considered exhaustive; it contains minimum criteria and is to be used in conjunction with the General Design and Construction Specifications and the LUB.

The checklist below is intended to assist the Developer in providing a complete Landscaping Plan and expediting the review process. Detailed comments will be provided on submission and associated revisions may be required. Plans will also be reviewed for Crime Prevention through Environmental Design ("CPTED") principles and site suitability for the landscaping.

Please provide this checklist to your Landscape Architect to assist them in preparing a Landscape Plan that conforms to Town of Okotoks specifications.

Plan Requirements

- ☐ All plans are to be in metric, to scale. Provide two full-size, scale copies, one 11x17, and digital files in pdf format
- ☐ Include the Municipal Address, Legal Description and Project Name on all plans
- ☐ Identify the Project Landscape Architect on the plan, including contact information
- ☐ Ensure that landscaped area and tree count are in accordance with the LUB (available on okotoks.ca; see relevant District regulations)
- ☐ Ensure that the Landscaping Plan is consistent with the Approved Site Plan and Accepted Site Servicing Plan
- ☐ Identify and label any Utility or Overland Drainage Rights of Way. Ensure that there are no trees planted and no retaining walls or other permanent features in any right-of-way
- ☐ If there are any overhead power lines on the site, ensure that these are shown on the plan and any trees under the power lines are in accordance with allowable species provided in Town specifications

Grading

- ☐ Grading must be shown on the Landscaping Plan. The maximum slope for landscaped areas is 3:1. Include sections; additional sections may be requested on review
- ☐ Any retaining walls must be shown consistently with Approved Site Plan and Accepted Site Servicing Plan. Depending on the size of the retaining wall, a building permit may be required (consult with Building) and/or cultured stone, tile or brick finishing to match that on the building(s) may be required (consult with Community Growth & Investment)

Irrigation/Watering

- ☐ Irrigation systems that are connected to the Town's potable water supply are no longer permitted with the following exceptions: Sports fields, quick coupler systems for establishment of caliper size stock, temporary above ground irrigation for establishment (must be in compliance with Town Watering Schedule), school sites. An irrigation plan prepared by a certified irrigation professional will be required for any of the exception options
- ☐ Ensure a watering plan is provided on the plans (i.e. watering truck until establishment)

Landscaping

- ☐ Show both on-site and off-site (i.e. boulevard) landscaping on the site plan including the locations and descriptions of any existing trees
- ☐ Show standard, vertical face curb between any landscaped areas and parking spaces or drive aisles
- ☐ Tree protection - any public tree that is within 6m of construction activity must be protected. Any private trees that are being retained are also to be protected. A tree protection plan (prepared by an ISA certified arborist or landscape architect) must be submitted for review and acceptance with the preliminary Engineering or DSSP
- ☐ Show topsoil depth for landscaped areas as 300mm. Quality to be in accordance with Town specifications. Identify the type of turf to be used - for most commercial sites a four fescue sod is recommended
- ☐ Shrub/tree beds should be grouped in contiguous/continuous pits/trenches. Trenches must be backfilled with topsoil and allow for 300mm of topsoil on sides of root balls. Beds containing trees and shrubs are to be excavated to depth of tree root ball. Minimum 600mm depth is required for beds containing shrubs only
- ☐ Trees and shrubs are to be mulched with 75mm depth of mulch (see Town of Okotoks General Design and Construction Specifications for detailed specifications on xeriscaping)
- ☐ Ensure tree species selection is in accordance with Town specifications (minimum 40 % coniferous, minimum 50% large as outlined in LUB). Maximum 50% of any species for deciduous and coniferous. The Town has lists of preferred tree species (98% of site trees to be from this list); trees permitted on boulevards and medians;

within 8m of overhead power lines; trees for limited use (2% of site trees maximum); and prohibited species. Please see the appendix of General Design and Construction Specifications for these lists

- ☐ Provide common and botanical names for plant material
- ☐ Trees are not to be planted on a slope steeper than 3:1
- ☐ No trees are to be planted, nor retaining walls constructed, in a swale
- ☐ Any offsite landscaping (i.e. boulevard) will require CCC and FAC inspections, submission of paperwork (as-built drawings) and sign off by the consulting Landscape Architect
- ☐ Show any hydrants, light standards, easements and utility lines, and ensure adequate spacing from any utility (in accordance with City of Calgary Parks Development Guidelines and Standard Specifications Landscape Construction, available on calgary.ca)
- ☐ Please see current General Design and Construction Specifications for detailed specifications on xeriscaping
- ☐ Include a weed management plan with your submission (see sample)

STANDARD DETAILS – please include with submission

- ☐ Tree protection
- ☐ Tree planting
- ☐ Shrub planting
- ☐ Tree planting on a slope (if applicable)
- ☐ Loam depth

STANDARD NOTES – ensure the following notes are included on the plans

- ☐ Landscape plan must be consistent with accepted Engineering Plans
- ☐ All work shall comply with General Design and Construction Specifications current edition
- ☐ Contractor must have a copy of the Accepted plan on site at all times
- ☐ Topsoil depth for landscaped areas minimum 300mm
- ☐ Shrub/tree beds should be grouped in contiguous/continuous pits/trenches. Trenches must be backfilled with topsoil and allow for 300 mm of topsoil on sides of root balls. Beds containing trees and shrubs are to be excavated to depth of tree root ball. Minimum 600 mm depth is required for beds containing shrubs only
- ☐ For tree planting: The base of the root ball must sit on undisturbed sub-soil (option is to compact bottom of hole to 95% standard proctor density). At the time of planting cut away the strappings and remove the top 1/3 of the wire and burlap. Cut back the wire at burlap and cut down the sides of the burlap in three equally spaced locations
- ☐ The Developer is responsible to make all necessary arrangements with the Utility Companies
- ☐ Species substitution on any “Accepted” plans is not permitted without prior written approval from the Town
- ☐ Plant material to follow CNLA standards

In addition to the details provided in the General Design and Construction Specifications, please take note of the following requirements when designing your landscape plan:

- ☐ Ensure setbacks and visibility requirements as outlined in the LUB, General Design and Construction Specifications, and City of Calgary Parks Development Guidelines and Standard Specifications Landscape Construction, are adhered to. Typical visibility triangle is 7.5m

REQUIRED INSPECTIONS

- ☐ **Any on or off site tree protection is to be installed and inspected prior to any work commencing on site.**
- ☐ **On Site Landscaping**
Please be advised that Parks (403) 995-2787 must be contacted (provide 24 hours' notice) for the following inspections:
 - tree protection
 - a subgrade inspection of all landscaped areas prior to any loaming occurring on site
 - finish grade prior to seeding or sodding
 - a planting inspection - plant material will be inspected for adherence to accepted plans, and conformance with specifications (i.e. top 1/3 of wire basket removed, tree root balls at grade, condition of plant material etc.), topsoil depth in plant beds and turf areas
 - if irrigation is installed please contact Parks for a trench inspection
- ☐ **Off Site Landscaping – will require CCC and FAC**
Please be advised that the Parks (403) 995-2787 must be contacted (provide 24 hours' notice) for the following inspections:
 - tree protection
 - subgrade inspection
 - topsoil prep and any required seeding or sod inspection
 - final inspection
 - if irrigation is installed please contact Town of Okotoks Parks for a trench inspection

At both on site and off site inspections, compliance with General Design and Construction Specifications and any other items on the Landscaping Plan will be checked. Depending on the individual components of each site, additional inspections may be required.

Relevant Documents:

- General Design & Construction Specifications (current edition)
Search for the most up-to-date document on okotoks.ca
- City of Calgary Parks Development Guidelines and Standard Specifications
Landscape Construction (current edition)
Search for the most up-to-date document on calgary.ca

Parks Contact Information:

- Landscape Inspector
Email: inspections@okotoks.ca
Phone: (403) 995-2787



SITE LIGHTING PLAN SUBMISSION CHECKLIST

Each Development Permit and associated Site Lighting Plan will be different, and plans will be reviewed for compliance with the LUB, available publicly on okotoks.ca.

The checklist below is intended to assist the Developer in providing a complete Site Lighting Plan and expediting the review process. Detailed comments will be provided upon review and associated revisions may be required.

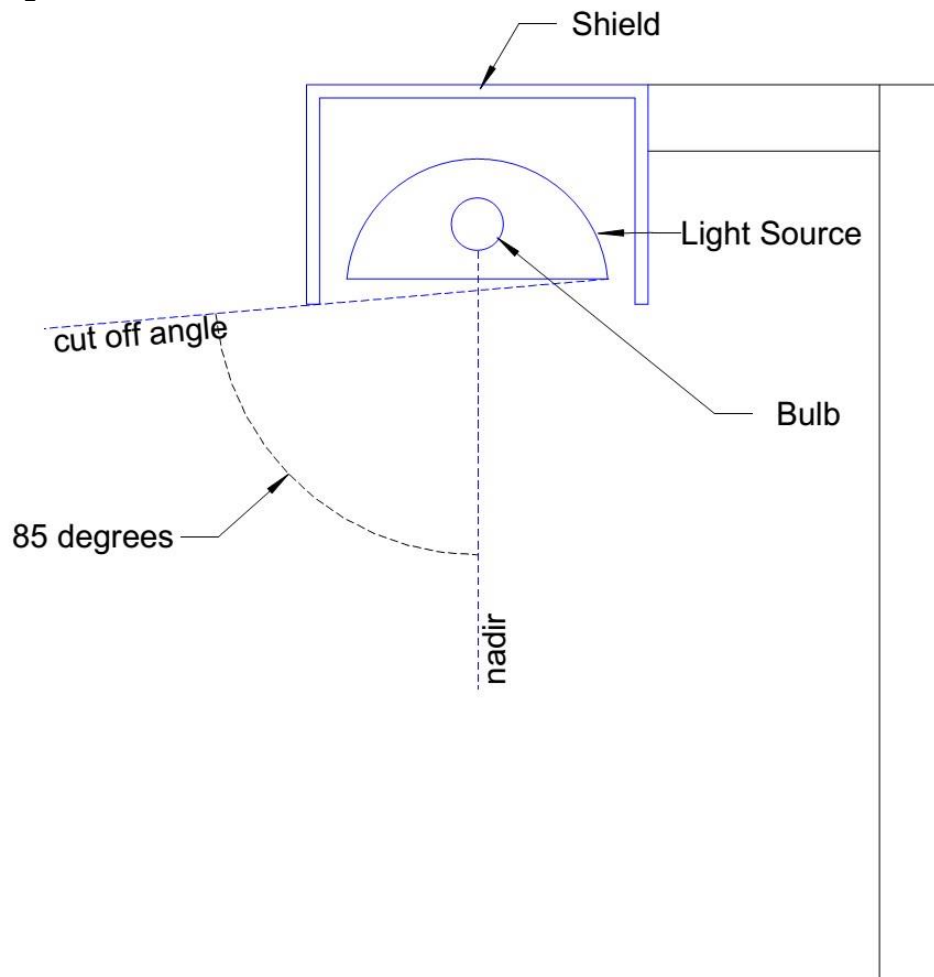
Please provide this checklist to your qualified Lighting Consultant to assist them in preparing a Site Lighting Plan that conforms to Town of Okotoks specifications.

DEFINITIONS

“site lighting plan” means a plan(s) prepared by a qualified Electrical Engineer addressing at a minimum:

- (a) a description of each proposed light fixture including a copy of the specification sheet and details on the proposed installation height and locations;
- (b) a plan of the site and surrounding area, which shows the location of all light fixtures;
- (c) a photometric grid showing illumination levels both within the site and 8 m (26.25 ft.) beyond the property line based on the manufacturer’s specifications for the light fixtures;
- (d) foundation details for light poles;
- (e) appropriate references to guidelines for lighting levels prepared by the Illumination Engineering Society of North America (IESNA) and a description of how the site lighting plan is consistent with IESNA recommendations and lighting requirements of the Land Use Bylaw; and
- (f) a letter from the Electrical Engineer confirming that the proposed light levels are suitable for the proposed use.

Shielded Light Fixture:



STANDARD DETAILS – please include with submission all of the details outlined in the “site lighting plan” definition:

- ☐ Manufacturer specification sheets and a description of each proposed light fixture including details regarding lamp type, reflectors, optics, angle cut off, lumen outputs, proposed installation height and shielding accessories
- ☐ A copy of the approved Site Plan which shows the location of all light fixtures on the site and in adjacent public lands or roadways
- ☐ A single photometric grid that details illumination levels both within the site and 8m (26.25 ft.) beyond the property line based on the manufacturer’s specifications for the light fixtures
- ☐ Foundation details for freestanding lights
- ☐ Mounting height in meters of all light fixtures
- ☐ If any parts of the site will have minimal or no illumination, provide a letter signed by your lighting professional confirming that lighting levels meet or exceed IESNA guidelines for safety

In addition to the above details, site lighting plans will be reviewed for conformity with the following requirements:

- ☐ All outdoor lighting shall use dark sky compliant light fixtures
- ☐ Direct glare shall not be visible to an observer at ground level at the property line of any property within 100m of the site on which the lighting is located or on adjacent roadways.
- ☐ Illumination levels from light fixtures shall not exceed 0.5 horizontal foot candles at a distance of 8m beyond the property line.
- ☐ The overall height of any light fixture shall not exceed 9m from grade.
- ☐ Illumination levels shall not exceed 5 foot candles on site.
- ☐ All exterior lighting fixtures, whether attached to the building face or on freestanding light standards, shall be architecturally integrated with the building style, material and colors of the principal building.
- ☐ No flickering or flashing lights shall be permitted.
- ☐ Freestanding light standards shall not be located within any portion of a screening or buffering area required between residential and non-residential land uses.
- ☐ If the site is within a commercial area with an approved concept plan, the fixtures must be consistent with the Concept Plan
- ☐ Plans are to be in metric, to scale. Provide two full-size scale copies, one 11x17 and digital files in pdf format

Inquiries may be directed to the File Manager in Community Growth & Investment. If you do not know the name of the file manager, contact (403) 995-2760 or planning@okotoks.ca and ask to have your inquiry redirected to a member of the Development team.



SIGN CRITERIA SUBMISSION CHECKLIST

Each Development Permit and associated sign criteria will be different, and plans will be reviewed for compliance with the LUB, available publicly on okotoks.ca, and considered in light of existing sign design in the surrounding area, proximity to natural areas, and any applicable sign guidelines.

The checklist below is intended to assist the Developer in developing sign criteria. Detailed comments will be provided and associated revisions may be required subsequent to review.

Please provide this checklist to the party responsible for development of sign criteria for the site to assist him/her in preparing sign criteria that conform to Town of Okotoks requirements.

The sign criteria will apply to all signage on the site, most commonly fascia, freestanding and window signage.

The sign criteria should include at least the following components:

Administrative Provisions

- ☐ The name and address of the Developer and contact information for the Developer or his/her representative.
- ☐ The municipal address and legal description of the site and the Development Permit number to which the sign criteria apply.
- ☐ Information respecting any review or approvals required from the Developer prior to sign installation by the tenant.
- ☐ A statement identifying the sign types, locations and sizes that were approved under the Development Permit for the original construction and do not need a further Sign Permit (e.g. fascia signage that is consistent with the sign guidelines, in the locations shown on the approved building elevations and no larger than that pre-approved under the Development Permit for the building(s) if applicable); guidelines may also state that a permit is not required for replacement of the face of an existing approved sign.
- ☐ A statement directing the tenant to contact Community Growth & Investment before installing other sign types to inquire about regulations and permit requirements.
- ☐ A copy of the elevation drawings approved under the Development Permit for the site, detailing the locations and maximum sizes of fascia signage allowed (applies

only if the Developer included locations and sizes of fascia signage on the Development Permit drawings for approval).

Sign Details

- ☐ A list of the signage types permitted by the Developer on the site (e.g. fascia signage, space on a single freestanding sign installed by the developer, projecting signs, window signage, A-Board signage as applicable).
- ☐ Maximum dimensions of signage on the building, including the height and projection of signs attached to buildings.
- ☐ Maximum dimensions of sign panels on an existing freestanding sign on site, if applicable.
- ☐ Acceptable uses and maximum sizes of window signage and requirement for a sign permit from the Town where applicable.
- ☐ The acceptable sign types (e.g. illuminated or non-illuminated; channel letters, box signs, board signs, changeable copy signs, projecting signs, etc.). Developers will typically select a single acceptable sign type for the building(s) to ensure consistency of sign type across the entire development. Box signs are discouraged in the downtown, and adjacent to the river valley and other natural areas.
- ☐ The acceptable construction and finish types, and acceptable method of supporting or attaching the signs.
- ☐ Provisions banning exposed raceways, conduit, junction boxes, manufacturer labels, etc..
- ☐ Any other requirements or restrictions the Developer wishes to include to manage signage on the building.

NOTES

For information regarding what conforming signage, please refer to the LUB, Part 4: Signs.

Allowable sign types and regulations can vary from one property or land use district to the next. Please direct tenants to contact the Town to inquire about regulations and permits before installing any signage not expressly listed as permitted and pre-approved under the approved sign criteria.

Inquiries may be directed to the File Manager in Community Growth & Investment. If you do not know the name of the file manager, contact (403) 995-2760 or planning@okotoks.ca and ask to have your inquiry redirected to a member of the Development team.



DEVELOPMENT PERMIT APPLICATION FORM

Community Growth & Investment ■ Town of Okotoks, Box 20 (5 Elizabeth St.), Okotoks AB, T1S 1K1 ■ planning@okotoks.ca ■ Phone: 403-995-2760

I/We hereby make application for a Development Permit under the provisions of Land Use Bylaw 17-21 and amendments thereto, in accordance with the plans and supporting information submitted herewith which form a part of this application. I/We understand that a twenty-one (21) day appeal period which follows notice of approval must elapse before a Building Permit may be issued and before development may begin. It is understood that incomplete applications will not be accepted by the Development Officer.

Registered Owner Name: _____ Company: _____
(If applicable)

Registered Owner
Mailing Address: _____
(Including Postal Code)

Phone #: _____ E-mail: _____

Applicant Name: _____ Company: _____
(if different from above) (If applicable)

Applicant Mailing
Address: _____
(Including Postal Code)

Phone #: _____ E-mail: _____

If a response has not been received within five (5) business days, please check your Junk (Spam) folder

Development Permit Required for:

Civic Address: _____

Legal Description: _____
Lot(s) Block(s) Plan(s) Quarter Section

Land Use District: _____ Permitted Use ☐ Discretionary Use ☐

Development Permit ☐ Amendment to Development Permit ☐ Preliminary Application ☐

Description of Development: _____

Obligation of Registered Owner to Pay Additional Fees

The registered owner of the land authorizes this application and consents to paying any additional fees that may be incurred by the Town of Okotoks as a result of the review of this application, including but not limited to, consultant fees, legal fees or other disbursements. Payment must be received within thirty (30) days from the Town of Okotoks providing a copy of any relevant invoice to the registered owner of the property. Should payment not be received within thirty (30) days, the registered owner agrees that the Town of Okotoks may apply the balance owing to the tax account for the property.

Right of Entry Authorization by Registered Owner

The registered owner of the land authorizes the Town of Okotoks and their Agents to enter the subject land for the purpose of conducting a site inspection in connection with this application for a development permit.

Signature of Registered Owner

Date

Signature of Applicant

Date

The personal information on this application is collected under the authority of the Alberta Municipal Government Act, the Freedom of Information and Protection of Privacy Act (FOIP), and the Okotoks Land Use Bylaw 17-21. It will be used to communicate with the applicant during the application review and site inspection processes. As part of the review process, it will be circulated as needed to relevant Town Business Services, Provincial and Federal Agencies, Utility Companies and adjacent landowners. It may also be submitted to the Okotoks Municipal Planning Commission (MPC) and/or the Subdivision and Development Appeal Board (SDAB). Correspondence received may be included in public meeting agendas. The applicant's name and the nature of the permit will be publicly available, in accordance with the FOIP Act. Should you have any questions or concerns regarding the collection of this information, please contact the FOIP Coordinator at foip@okotoks.ca or 403.938.8944.

For Office Use Only		
File #:	Fee:	Receipt #:

DEVELOPMENT PERMIT REQUIREMENT CHECKLIST

The following information is necessary to facilitate a thorough evaluation and timely decision on your application. Please ensure all materials submitted are clear, legible, and precise. Please include this information when submitting your application.

If applying for a new commercial, industrial, or multi-unit residential development, please refer to the Major Development Permit Application Package on the Town's website (www.okotoks.ca) or contact Community Growth & Investment at (403) 995-2760.

REQUIRED FOR ALL DEVELOPMENT PERMIT APPLICATIONS		
Completed by Applicant	Office Use Only	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application Form.
<input type="checkbox"/>	<input type="checkbox"/>	Fee prescribed in fee schedule.
<input type="checkbox"/>	<input type="checkbox"/>	The signatures of the Applicant and the Registered Owner of the property on the Application Form - or - signature of the Applicant and a Letter of Authorization from the registered owner of the property, including the statements from the Application form under Obligation of Registered Owner to Pay Additional Fees and Right of Entry Authorization by Registered Owner .
<input type="checkbox"/>	<input type="checkbox"/>	Photographs of all sides of the site and building – please provide electronic files (.jpg or .pdf).
<input type="checkbox"/>	<input type="checkbox"/>	A copy of the title(s) registered in the South Alberta Land Titles Office, obtained from a Registries Agent, Land Titles Office, or online at https://alta.registries.gov.ab.ca/SpinII/logon.aspx , not more than thirty (30) days prior to the application date.
<input type="checkbox"/>	<input type="checkbox"/>	Current copies of any Restrictive Covenants, Utility Rights-of-Way, Easements, or Caveats on the title(s).
<input type="checkbox"/>	<input type="checkbox"/>	A detailed description of the proposed development (use a separate sheet if all details cannot be included on the Development Permit Application).

Please Note:

- This form must be submitted in conjunction with a Development Permit Application.
- All dimensions must be provided in metric and all required drawings must be to the scale identified on the drawing (1:200 is preferred).
- Please submit as electronic files in .pdf format.
- All plans must adhere to the plan standards listed on pages 4 and 5.
- Additional information may be required from the applicant after Planning Services has reviewed the submission.
- An application is considered complete when all required materials are received and the fee is processed.

In addition to the information requested above, if the application is for one of the developments listed below, please provide the supplementary information.

REQUIRED FOR ACCESSORY BUILDING, ACCESSORY DWELLING UNIT, SECONDARY SUITE, DECK, ADDITION, RETAINING WALL, AND CHANGE OF USE APPLICATIONS		
Completed by Applicant	Office Use Only	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan drawn to scale (a Real Property Report may be used), indicating the proposed location of the development.
<input type="checkbox"/>	<input type="checkbox"/>	Building Floor Plans and Elevation Plans (if changes proposed) of the proposed development drawn to scale.

REQUIRED FOR HOME OCCUPATION (MAJOR) APPLICATIONS		
Completed by Applicant	Office Use Only	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan drawn to scale (a Real Property Report may be used)
<input type="checkbox"/>	<input type="checkbox"/>	Building Floor Plan drawn to scale indicating the location of the area to be used for the Home Occupation (Major).
Home Occupation Use Standards – Section 3.6.D.4. – Town of Okotoks Land Use Bylaw 17-21		
Will there be any non-resident employees at the residence? If yes, how many and at what time?		
Is there any signage proposed? If yes, please provide a sketch and location of the sign.		
Are there any impacts by way of noise, vibration, smoke, dust, fumes, odours, heat, light, electrical or radio disturbance detectable beyond the boundary of the Site?		
How many clients per day? How many clients per hour?		
Does this business include Outdoor Storage, or vehicle and equipment repairs or servicing?		
I have read and understand Section 3.6.D.4. of the Town of Okotoks Land Use Bylaw 17-21.		
Signature of Applicant _____		Date _____

REQUIRED FOR RETAIL CANNABIS STORE

Completed by Applicant	Office Use Only	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	Proof of eligibility from the Alberta Gaming and Liquor Commission (AGLC) for a retail cannabis store license.
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan drawn to scale (a Real Property Report may be used), indicating the proposed location of the development.
<input type="checkbox"/>	<input type="checkbox"/>	Building Floor Plans and Elevation Plans of the proposed development drawn to scale.

REQUIRED FOR SIGNAGE APPLICATIONS

Completed by Applicant	Office Use Only	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	All dimensions of the sign structure, including the height, area, and projection if the sign(s) attached to the building.
<input type="checkbox"/>	<input type="checkbox"/>	An elevation drawing or picture of the building showing the approximate location of the sign(s).
<input type="checkbox"/>	<input type="checkbox"/>	The area of the sign and copy face(s).
<input type="checkbox"/>	<input type="checkbox"/>	The design of the face of the sign(s).
<input type="checkbox"/>	<input type="checkbox"/>	Details on the manner of all sign illumination.
<input type="checkbox"/>	<input type="checkbox"/>	The method of supporting or attaching the sign(s).
<input type="checkbox"/>	<input type="checkbox"/>	The type of construction and finish to be utilized.
<input type="checkbox"/>	<input type="checkbox"/>	In the case of a ground sign or temporary sign, a site plan showing the sign location in relation to property lines, rights-of-way, parking and buildings.
<input type="checkbox"/>	<input type="checkbox"/>	In the case of a ground sign, an elevation plan showing the height of the sign in relationship to the height of the principal building.

Development Permit Application – Plan Standards

All Plans

- ☐ to-scale in metric with scale identified on the drawing (1:200 preferred)
- ☐ dimensioned in metric
- ☐ show north arrow
- ☐ include municipal address (street address)
- ☐ include legal address (lot/block/plan)
- ☐ all elements of plan to be labelled as existing or proposed
- ☐ a digital copy of all plans should be provided

Site Plans

Drafting Standards

- ☐ to-scale in metric with scale identified, 1:200 or other standard metric scale
- ☐ include legal description and municipal address on every page
- ☐ show north arrow

Site Information

- ☐ show property lines clearly marked with dimensions
- ☐ show yards with dimensions
 - front
 - sides
 - rear
- ☐ show, label, and dimension layout of existing and proposed vehicular amenities
 - parking areas
 - driveways
 - paved areas
 - entrances and exits abutting streets and lanes
 - loading facilities
- ☐ show, label, and dimension layout of existing and proposed pedestrian and cycling amenities
 - sidewalks
 - walkways
 - bike racks
- ☐ show, label, and dimension layout of existing and proposed landscaped areas
 - provide a chart on the plan indicating the area of the site, the area to be landscaped, and the number of coniferous and deciduous trees
- ☐ show, label, and dimension layout of existing and proposed improvements to all portions of the site
 - fences
 - screening
 - retaining walls
 - storage areas
 - garbage/recycling facilities
- ☐ show, label, and dimension layout of existing and proposed boulevard
 - sidewalks and curbs
 - light standards, hydrants, etc.

Building Floor Plans

Drafting Standards

- ☐ to-scale in metric with scale identified, 1:200 or other standard metric scale
- ☐ include legal description and municipal address on every page
- ☐ show north arrow

Site Information

- ☐ list the proposed use(s)
- ☐ provide a chart on the plan indicating the total gross floor area and area of each use
- ☐ show, label, and dimension layout of proposed uses/rooms
 - dimension to outside of exterior walls
 - dimension to midpoint of wall for shared walls

Elevation Plans

Drafting Standards

- ☐ to-scale in metric with scale identified, 1:200 or other standard metric scale
- ☐ include legal description and municipal address on every page
- ☐ show north arrow

Site Information

- ☐ show and dimension elevations of all facades of each new building or addition
- ☐ identify each elevation as west, east, north or south
- ☐ include details of finishing materials including colour
- ☐ show all fascia sign locations and window signage
 - provide a chart on the plan indicating the total gross area of the face of the building or bay, area of each sign, and percentage of the face of the building or bay the sign will occupy

Sign Plans

Drafting Standards

- ☐ to-scale in metric with scale identified, 1:200 or other standard metric scale
- ☐ include legal description and municipal address on every page
- ☐ show north arrow

Sign Information

- ☐ provide all dimensions of the sign structure
 - height
 - projection, if the sign(s) attached to the building
- ☐ provide an elevation drawing or picture of the buildings showing the approximate location of the sign(s)
- ☐ indicate the area of the sign and copy face(s)
- ☐ indicate the design of the face of the sign(s)
- ☐ indicate details on the manner of all sign illumination
- ☐ indicate the method of supporting or attaching the sign(s)
- ☐ indicate the materials and finishes

Site Information

- ☐ in the case of a ground sign, indicate on the Site Plan the sign location
 - dimension the distance to the front and at least one side property line
 - show and dimension any rights-of ways affecting the property
 - show and dimension the distance to any parking within 5m of the sign
 - show and dimension the distance to any building within 5m of the sign