



## Development Permit Application Checklist

General Developments (Single & Semi Detached Residential, Accessory, Secondary Suite, Change of Use, Variances)

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Basic Requirements* – Digital PDF copy of each submitted through the online application form	Office
<input type="checkbox"/> <b>Completed Application Form</b>	<input type="checkbox"/>
<input type="checkbox"/> <b>Fee prescribed in the Fee Schedule</b> Applicant will be notified of required fee after submission.	<input type="checkbox"/>
<input type="checkbox"/> <b>Photographs</b> Of all sides of the site and building (if applicable) - pdf or jpeg	<input type="checkbox"/>
<input type="checkbox"/> <b>Current Certificate of Title</b> Pulled not more than 60 days prior to application date	<input type="checkbox"/>
<input type="checkbox"/> <b>Restrictive Covenants, Utility Rights-of-Way, Easements, or Caveats on Title</b> For new construction	<input type="checkbox"/>
<input type="checkbox"/> <b>Site Plan</b> See information requirements for plans and drawings below. A real property report may be used.	<input type="checkbox"/>
<input type="checkbox"/> <b>Building Elevation Plans</b> See information requirements for plans and drawings below. Required for new construction or additions, and for change of use applications that include signage.	<input type="checkbox"/>
<input type="checkbox"/> <b>Floor Plans</b> See information requirements for plans and drawings below	<input type="checkbox"/>
<input type="checkbox"/> <b>Other</b> Any other information deemed necessary by the Development Officer to render a decision on the application	<input type="checkbox"/>

Information Requirements for Plans and Drawings
<p><b>Base Information</b> – every page of the submitted plans must contain the following information:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Legal Land Description</li> <li><input type="checkbox"/> Municipal Address</li> <li><input type="checkbox"/> North Arrow (oriented at top of page)</li> <li><input type="checkbox"/> Drawing Scale (1:200 metric)</li> </ul>
<p><b>Site Plan</b> – show, label and dimension in metric the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Property lines</li> <li><input type="checkbox"/> Existing and proposed buildings</li> <li><input type="checkbox"/> Building setbacks - front, rear and side yard for existing and proposed buildings</li> <li><input type="checkbox"/> Vehicular amenities - existing and proposed parking lots, driveways, paved areas, entrances and exits to abutting streets and lanes</li> <li><input type="checkbox"/> Pedestrian and cycling connections – sidewalk, walkways, bike racks</li> </ul>

- Landscaped areas - existing and proposed including a chart on the plan indicating area of site, area to be landscaped, and the number of coniferous and deciduous trees, large and small, in accordance with the Land Use Bylaw
- For Daycare Facilities – show the play area
- Improvements to all portions of site - existing and proposed fences, screening, retaining walls, storage areas, garbage/recycling facilities and relationship to property lines
- Adjacent public right-of-way details - sidewalks, curbs, light standards, hydrants, proposed landscaping including removal or relocation of existing trees

**Building Elevation Plans** – show, label and dimension in metric the following:

- Show all facades of each new building or addition, including building height
- Include details of finishing details and colour
- Identify each elevation as west, east, north or south

For **Change of Use** applications:

- Show all fascia sign and window signage locations
- Provide a chart on plan providing copy area of each fascia and window sign, the areas of the face of the building or bay it is attached to, the percentage of the face of the building or bay the sign will occupy

**Building Floor Plans** – show, label and dimension in metric the following:

- The layout, dimensions and area of each floor of the proposed development

For **Change of Use** applications:

- List the proposed uses
- Provide a chart on the plan showing total gross floor area, and area of each use including mezzanines
- Show on the plan the dimensions of the building(s) and bays (dimension to outside of exterior walls, and midpoint for shared walls)