



Development Permit Application Checklist

Multi-Unit Residential, Commercial, Industrial, Institutional,
Mixed Use

Planning & Urban Design ■ Town of Okotoks, Box 20 (5 Elizabeth St.), Okotoks AB, T1S 1K1 ■ planning@okotoks.ca ■ Phone: 403.995.2760

Basic Requirements* – Digital PDF copy of each submitted through the online application form	Office
The following information is required for a development permit application to be complete. Exceptions may apply based on pre-application discussions with Planning and Urban Design.	
<input type="checkbox"/> Pre-Application Review Comments (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Completed Application Form The correct digital application form has been submitted for the proposed development	<input type="checkbox"/>
<input type="checkbox"/> Fee(s) prescribed in the Fee Schedule Applicant will be notified of required fee after submission. Includes development permit and development site servicing application fees	<input type="checkbox"/>
<input type="checkbox"/> Photographs Of all sides of the site and building (if applicable) – pdf, jpg or png format	<input type="checkbox"/>
<input type="checkbox"/> Current Certificate of Title Not more than 60 days prior to application date	<input type="checkbox"/>
<input type="checkbox"/> Restrictive Covenants, Utility Rights-of-Way, Easements, or Caveats on Title Financial documents registered on title are not required	<input type="checkbox"/>
<input type="checkbox"/> Site Plan See information requirements for plans and drawings below	<input type="checkbox"/>
<input type="checkbox"/> Building Elevation Plan See information requirements for plans and drawings below	<input type="checkbox"/>
<input type="checkbox"/> Floor Plans See information requirements for plans and drawings below	<input type="checkbox"/>
<input type="checkbox"/> Site Lighting Plan See information requirements for plans and drawings below	<input type="checkbox"/>
<input type="checkbox"/> Landscape Plans See specific information requirements for plans and drawings below	<input type="checkbox"/>
<input type="checkbox"/> Development Site Servicing Plan - PDF and AutoCAD That includes all required sheets and specific information requirements for plans and drawings below	<input type="checkbox"/>
<input type="checkbox"/> Other Any other information deemed necessary by the Development Officer to render a decision on the application	<input type="checkbox"/>

*In limited circumstances, the Development Authority may waive certain requirements based on pre-application discussions

Information Requirements for Plans and Drawings

Base Information – every page of the submitted plans must contain the following information:

- Legal Land Description
- Municipal Address
- North Arrow (oriented at top of page)
- Drawing Scale (1:200 metric)
- Drawing Date and Number
- Project Name/Description

Site Plan – show, label and dimension in metric the following:

- Property lines
- Easements, utility right-of-ways and other applicable encumbrances
- Existing and proposed buildings
- Building setbacks - front, rear and side yard for existing and proposed buildings
- Vehicular amenities - existing and proposed parking lots, driveways, paved areas, entrances and exits to abutting streets and lanes
- Pedestrian and cycling connections – on/off-site pedestrian connections including sidewalks, pathways, centre walks, curbs ramps, crossing table, and all pedestrian-crossings pavement marking, detectable warning surfaces, and pedestrian signage
- Bike parking and storage facilities
- 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
- 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
- Truck turning templates – for fire, delivery and garbage trucks
- Ground sign location – if proposed
- Site lighting – location and type of all light fixtures

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
- Show all fascia sign and window signage locations
- 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
- Details of sign design and construction
- Screening of rooftop apparatus and if such apparatus is behind parapets, a shadow plan showing the outline of the apparatus behind

- Sight line plan showing visibility of rooftop apparatus from adjacent roadways, walkways and/or public places
- Elevations of all site details such as garbage enclosures, bike racks, bollards, fences
- Ground sign details
- Photos of any existing buildings on the site and abutting sites
- Location of the site address on the building(s) or ground sign

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

- 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

Site Lighting Plan

- 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 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 metres of all light fixtures

Landscape Plan

- Stamped by Landscape Architect, including contact details
- Must be consistent with submitted engineering and site plans
- All utility and/or overland drainage rights-of-way
- Any overhead power lines
- Grading contours
- Retaining wall(s), including height
- On and off site (boulevard) landscaping, including location and descriptions of existing trees
- Proposed location, number, species and size of trees, shrubs and perennials (consistent with Land Use Bylaw requirements)
- Topsoil depths for sod, tree and shrub beds
- Watering plan (Irrigation systems connected to the Town’s potable water supply are not permitted)
- Weed Management Plan
- Ensure the following Standard Notes are included on the Landscape Plan
 - The contractor must have a copy of the accepted plan on site at all times.
 - The Town is to be contacted for tree protection, subgrade, finish grade, and planting inspections.

*Refer to Town of Okotoks Landscape Design & Construction Specifications and City of Calgary Guidelines for detailed requirements

Development Site Servicing Plans

Basic Requirements

- Site Servicing Plan
- Grading Plan
- Stormwater Management Plan
- Erosion & Sediment Control Plan
- Stormwater Management Report (if required, as determined in pre-application meeting)
- All plans must include P. Eng Stamp and legible permit to practice number (excludes Erosion & Sediment Control Plan)
- All plans must include the basic information requirements for all plans and drawings

Required Information

- Refer to Pages 2 and 3 of City of Calgary DSSP Complete Application Requirements List for comprehensive information requirements
- Ensuring drawings reference Town of Okotoks Infrastructure Design and Construction Specifications and City of Calgary Guidelines, as applicable

Additional Requirements (Depending on Site Circumstances)

The Development Authority may require additional material considered necessary to properly evaluate the proposed development. Please note every application is unique and may require different supporting information from the Development Authority. This list is not exhaustive.

Written Rationale

Supporting any deficiencies to Council-approved policies, bylaw regulations, or technical guidelines

Real Property Report

To verify the location of an existing building or development that is subject to the development permit application

Samples of exterior finish materials

Colour Elevations – of all facades at a 1:200 scale, including

- Fascia and window sign locations,
- Ground sign details,
- Details illustrating screening of rooftop apparatus,
- Waste/garbage enclosures,
- Bike racks

Biophysical Impact Assessment

Environmental Site Assessment

To the extent required to determine potential contamination and mitigation

Traffic Impact Analysis

Prepared by a qualified engineer specializing in transportation engineering

Parking Study

Prepared by a qualified professional

Noise Attenuation Study

Prepared by a qualified professional

Hazardous Materials Impact Analysis

<input type="checkbox"/> Form, Massing and Character Details
To demonstrate how the development will relate to and impact the neighbouring development, including but not limited to the effects of wind and shadows produced by the proposed development
<input type="checkbox"/> Site Remediation Plan
Where remediation may be required prior to development
<input type="checkbox"/> External Party Approvals
Approvals, acceptance or recommendations from other departments, committees, agencies or levels of government as applicable
<input type="checkbox"/> Community Engagement Outcomes
<input type="checkbox"/> Description of Proposed Uses
Type of businesses, hours of operation, etc,
<input type="checkbox"/> Flood Risk Area Planning and Hydrological Engineering Report
When development is proposed within a flood risk area
<input type="checkbox"/> Slope Stability Geotechnical Report
Way be required where the property is adjacent to an escarpment or other steep slopes
<input type="checkbox"/> Other
Any other supporting documentation relevant to the development, at the discretion of the Development Authority