

1. Applicant Information:

Applicant Name or Company Name: _____

Address: _____

Phone No.: _____ Email: _____

Contact Person: _____

2. Property Owner Information (if different than above):

Owner Name or Company Name: _____

Address: _____

Phone No.: _____ Email: _____

Contact Person: _____

3. Development Site (Civic Address): _____

Legal Description:

Lot(s): _____ Block/Parcel: _____ Plan No.: _____

4. Proposed Use(s): _____

5. Zoning District: _____

Permitted Use: \$150 Discretionary Use-DO: \$300 Discretionary Use-Council: \$300

Date Paid: _____ Receipt No.: _____

6. Applicant Acknowledgement:

I hereby acknowledge that I have read this application and declare the information contained therein correct. I understand that permission to begin development is not granted until the Development Permit, signed by the Development Officer, is provided to me and the City has received full payment.

I further acknowledge and fully understand that the granting of a Development Permit shall not in any way relieve the owner of the building or his agent(s) from full responsibility for complying with the conditions of approval and the Zoning Bylaw and/or other City Bylaws.

The issuance of a Development Permit does not preclude the need to obtain a Business License or Building Permit, nor does it authorize occupancy as outlined in the Building Bylaw.

Signature of Applicant, Owner or Authorized Agent

Date

The application and plan(s) can be submitted to pds@citypa.com or by mail or in person at Planning & Development Services, City Hall, 1084 Central Avenue, Prince Albert SK S6V 7P3.

Information on this application, such as Applicant Information, may be shared with other government agencies for other required permits or inspections, depending on the type of “use” the application is for (e.g. restaurant, personal service, clinic).

The City of Prince Albert is committed to protecting your privacy. Personal information collected on this form is in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)* and will only be used for the purpose for which it was collected. Personal information will not be shared or used for any other purpose without your express consent pursuant to *LAFOIP* and the City of Prince Albert’s policies. Please contact The City Clerk’s Office, 1084 Central Avenue, Prince Albert SK, via email cityclerk@citypa.com or call 306-953-4305 for questions about the access, use, and disclosure of your personal information.

Please include the required plans with your application as outlined on the 2nd page of this application. Additional information may be required at the request of the Development Officer. For more information, contact Planning & Development Services at 306-953-4370.

Development Permit Plan Check List

Unless otherwise identified through the pre-application phase, all elements checked below must be included, clearly identified, dimensioned and labeled on each drawing.

Do not consolidate the required information onto one (1) plan or page without consultation.

Drawing 1 Planning & Development Services "Site Plan"	Required	Provided	Drawing 2 Public Works "Grading, Drainage and Storm Water Management Plan"	Required	Provided	Drawing 3 Community Services "Landscape Plan"	Required	Provided
Title block, scale, units (m), north arrow, address and legal land description, date of submission, revision number(s)			Title block, scale, units (m), north arrow, address and legal land description, date of submission, revision number(s)			Title block, scale, units (m), north arrow, address and legal land description, date of submission, revision number(s)		
Complete site feature inventory, including but not limited to: City boulevards, crossings, sidewalks, street trees, bus stops, benches, street signs, existing surface treatments, light poles, hydrants, utility boxes, catch basins, manholes, etc.			Complete site feature inventory, including but not limited to: City boulevards, crossings, sidewalks, street trees, bus stops, benches, street signs, existing surface treatments, light poles, hydrants, utility boxes, catch basins, manholes, etc.			Complete site feature inventory, including but not limited to: City boulevards, crossings, sidewalks, street trees, bus stops, benches, street signs, existing surface treatments, light poles, hydrants, utility boxes, catch basins, manholes, etc.		
Property lines, all registered easements and interests			Property lines, all registered easements and interests			Property lines, all registered easements and interests		
All existing, to be demolished and proposed buildings, structures and uses			All existing, to be demolished and proposed buildings, structures and uses			All existing, to be demolished and proposed buildings, structures and uses		
Post development surface treatments and specifications (gravel, concrete, asphalt, dirt, grass)			Post development surface treatments and specifications (gravel, concrete, asphalt, dirt, grass)			Post development surface treatments and specifications (gravel, concrete, asphalt, dirt, grass)		
Setbacks, site width, site area, site coverage, building height			Setbacks, site width, site area			Setbacks, site width, site area		
Parking and loading, include calculations and parking space dimensions			Existing and proposed private signage (sign permit required)			Garbage facilities, outdoor storage		
Existing and proposed private signage (sign permit required)			Garbage facilities, outdoor storage			Fences, hedges, retaining walls or similar		
Garbage facilities, outdoor storage			Fences, hedges, retaining walls or similar			Detailed landscaping legend		
Fences, hedges, retaining walls or similar			Storm water calculation (pre vs. post development runoff)			Location of landscaping, trees, etc., percent of landscaped area and the number of trees required (elements to be drawn to scale)		
Other:			Grading, showing existing and proposed elevations (geodetic) and direction of storm water flow.			Irrigation Plan to include all above noted elements, showing the location, direction and pattern of spray, sprinkler head specs, irrigation lines, sleeves, electric valves, and controls		
			Storm water management, showing the proposed method for handling and discharging on site storm water, i.e. catch basin, swale, etc.			Include both the botanical and common names of all plant materials, see also the City's preferred species plant list provided by Community Services		
			Servicing and utilities, showing all existing and proposed, above and below grade services and utilities					
			Parking and traffic analysis					