

## Pre-Application Meeting Requirements for Development Permit Applications

Prior to submission of a development permit application, applicants may be required to attend a pre-application meeting. To book a pre-application meeting, please call 780-459-1642 or e-mail development@stalbert.ca

The following types of development permit applications will require a pre-application meeting:

- Medium and high density residential
- Commercial/Industrial
- Institutional

The following information must be provided (preferably in **electronic format**) at least 7 days prior the pre-application meeting:

OFFICE		REQUIRED INFORMATION
✓	x	
<input type="checkbox"/>	<input type="checkbox"/>	<b>1. Cover Letter:</b> (or email) which includes the following information: <ul style="list-style-type: none"> <li><input type="checkbox"/> Address of Property</li> <li><input type="checkbox"/> Owner and/or applicant name and names of the project team participating in the meeting</li> <li><input type="checkbox"/> Brief description of the proposed development</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>2. Statement:</b> explaining how the proposed development complies with Municipal policies including any Area Structure Plan, or Redevelopment Plan affecting the site, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<b>3. Images/Photographs:</b> of the property and surrounding area
<input type="checkbox"/>	<input type="checkbox"/>	<b>4. Concept Site Plans:</b> which include*: <ul style="list-style-type: none"> <li><input type="checkbox"/> Location map identifying adjacent properties</li> <li><input type="checkbox"/> Adjacent street names</li> <li><input type="checkbox"/> Municipal address and legal land description</li> <li><input type="checkbox"/> Building footprint and dimensions, including setbacks to all lot lines</li> <li><input type="checkbox"/> Access and driveway location(s) and dimensions</li> <li><input type="checkbox"/> Property boundary</li> <li><input type="checkbox"/> Preliminary grading information</li> <li><input type="checkbox"/> Location of on-site parking</li> <li><input type="checkbox"/> Site statistics including: zoning, gross floor area, lot coverage, parking stall count, parking stall count for disabled persons, building height, and lot area</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>5. Copies of:</b> any restrictive covenants, caveats, utility rights-of-way, or easements
<input type="checkbox"/>	<input type="checkbox"/>	<b>6. Phasing Plan:</b> if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<b>7. Landscaping Plan</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>8. Building Elevations:</b> including building heights
<input type="checkbox"/>	<input type="checkbox"/>	<b>9. Floor Plans</b>

\*All plans shall be prepared to scale, and all measurements on all drawings must be in metric.

### Collection and Use of Personal Information

Personal information is collected under the authority of s. (33) of the Freedom of Information and Protection of Privacy Act. This information will be used for the purpose of providing information for permit applications. If you have any questions about the collection, use, or disclosure of this information, contact the Director of Planning and Development, St. Albert at 780-459-1642.