



To: Supervisor of Long Term Engineering
City of St. Albert, Engineering Services
5 St. Anne Street
St. Albert, AB T8N 3Z9

Date: _____

Subdivision File No.: _____

Note: Consultant to complete checklist in Section 1 on Page 2 of this form.

Subdivision/Project Name: _____

Approval Date: _____

Legal Name of Party Entering Into Development Agreement: _____

Representative Name: _____ Phone: _____

Mailing Address: _____ Email: _____

Name of Consultant Making Submission: _____

Representative Name: _____ Phone: _____

Email: _____

I _____ of the firm _____ (Consultant)

**hereby certify that the Design has been completed in accordance with the City of St. Albert's
Municipal Engineering Standards and the requirements of all governmental or other public
authorities having jurisdiction.**

Signature _____ Date: _____

TO BE COMPLETED BY THE CITY

Reviewed By: _____

Signature: _____ Date: _____

Development Agreement Request: Accepted: Rejected:

Reason for Rejection (attach additional pages if necessary): _____

**Appendix B-1
Development Agreement Request Form**



Development Agreement Process:

- 1) The following information must be provided with this request form:
- | City | Consultant |
|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Five (5) full size printed sets of the detailed design drawings conforming to Section 2.0 of the Standards. Engineering drawings shall be signed and sealed by a professional engineer licensed to practice in the Province of Alberta; |
| <input type="checkbox"/> | <input type="checkbox"/> One (1) set of the current certified true copies (originals) of all certificate of titles within the development area; |
| <input type="checkbox"/> | <input type="checkbox"/> Five (5) full size printed sets of the Plan of Survey (fold to 8½"x11" size); |
| <input type="checkbox"/> | <input type="checkbox"/> One (1) set of the construction specifications. |
| <input type="checkbox"/> | <input type="checkbox"/> One (1) copy of the anticipated schedule for construction activities; |
| <input type="checkbox"/> | <input type="checkbox"/> One (1) copy of the construction cost estimate; |
| <input type="checkbox"/> | <input type="checkbox"/> One (1) itemized list of expected cost recoveries, complete with cost breakdown; |
| <input type="checkbox"/> | <input type="checkbox"/> A letter, certified by a Professional Engineer confirming that all information previously submitted as part of the ASP is still up-to-date and accurate. The City Engineer may still require the submission of additional technical information if it has not already been provided via the ASP; |
| <input type="checkbox"/> | <input type="checkbox"/> One (1) copy of all plans, forms, and reports associated with approvals, permits, licenses, and/or agreements required by all government, public, or private authorities with jurisdiction over the work, as applicable; and |
| <input type="checkbox"/> | <input type="checkbox"/> One (1) copy of all documents, drawings, and other information required in Adobe Acrobat (PDF) format provided on CD-Rom or DVD-Rom. A copy of the detailed design drawings shall be provided in AutoCAD and Adobe Acrobat (PDF) format. A copy of all design tables from the drawings must be provided in MSExcel format. |
| <input type="checkbox"/> | <input type="checkbox"/> One (1) copy of all computer simulation models provided on CD-Rom or DVD-Rom. |
| <input type="checkbox"/> | <input type="checkbox"/> \$4,500.00 per ha.* subdivision development inspection fee. |
| <input type="checkbox"/> | <input type="checkbox"/> \$4,040.00 development agreement fee. |
| <input type="checkbox"/> | <input type="checkbox"/> Will pay \$100/ha for LRT/BRT Fund. |
| <input type="checkbox"/> | <input type="checkbox"/> Will not pay \$100/ha for LRT/BRT Fund. |
- 2) The City shall prepare the draft Development Agreement upon receipt and review of all required information. Upon completion, draft agreement will be issued to the applicant for review.
- 3) The applicant shall submit Offsite Levies, Letter(s) of Credit and Certificate of Insurance to the City. Certificates must be in a format acceptable to the City prior to execution of the Development Agreement.
- 4) The Development Agreement will then be issued by the City for the applicant's execution. The signed and sealed Development Agreement, complete with all required ancillary documents, must be returned to the City before the City shall execute the Development Agreement.

Please note that Engineering drawings must be stamped accepted by the City before the City will execute the Development Agreement.

- 5) Administration shall prepare report with recommendations to the City Engineer.
- 6) Following execution of the Development Agreement by the City, one copy of the Development Agreement and Capital Recreation Agreement shall be forwarded to the applicant.

Note: Third reading of Land Use Bylaw Amendment and Subdivision Approval are required prior to entering into a Development Agreement.

Additional information on these and other procedures is available upon request:

- Subdivision review procedures for endorsement.
- Development agreement monitoring including LOC reductions, maintenance periods, and project compliance certificates.

For more information:
 General DA Inquires: Supervisor Long Term Engineering at 780-459-1619
 Legal Inquiries: City Solicitor at 780-459-1611

- Per hectare (ha.) subdivision development inspection fee is calculated as Net Developable Land, which is Developable Land less MR, ER, and arterial roads.
- Subdivision development inspection fee and development agreement fee are both established annually under Master Rates Bylaw 1/82, Schedule U.