

**Submit to:**

Abram Iskander,  
 Off-Site Levy Specialist  
 City of St. Albert, Engineering Services  
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[aiskander@stalbert.ca](mailto:aiskander@stalbert.ca)  
 780-459-1665

FOR OFFICE ONLY
Date Reviewed:
Date Accepted:
Reviewed by:

## DEVELOPMENT AGREEMENT APPLICATION

<b>Date:</b>	<b>Subdivision File No.:</b>	
<b>Subdivision/Project Name:</b>		
<b>Legal Name(s) of Party(ies) Entering into the Development Agreement:</b>		
<b>Representative Name:</b>	<b>Phone:</b>	<b>Email:</b>
<b>Mailing Address:</b>		
<b>Name &amp; Email of Corporate Authority authorized to execute Development Agreement:</b>		
<b>Full Name</b>	<b>Title</b>	<b>Email</b>
(a)	(a)	(a)
(b)	(b)	(b)
(c)	(c)	(c)
(d)	(d)	(d)
<b>Consultant Making Submission:</b>		
<b>Consultant Representative:</b>		
<b>Phone number:</b>	<b>Email Address:</b>	

*Disclaimer:*

By submitting this application, the Developer agrees and authorizes the following:

- 1) The City of St. Albert will send out a finalized digital version of this Development Agreement to the Developer and store one as an original version in City Records.
- 2) The City of St. Albert will send a finalized digital version of this Development Agreement to the consultant named in this application.

\_\_\_\_\_  
 Signing Officer (Consulting Engineering Firm)

\_\_\_\_\_  
 Date

### **Development Agreement Process:**

Development agreements are executed and signed using Adobe Sign. The applicant must submit all the required documents and fees to the City before signing can commence. Please refer to the checklist below for the required documents and agreement process.

1) The following information must be provided with this application request form:

One (1) set of the current (within 1 month) certified true copy (original) of all certificates of titles within the development area in PDF form;

One (1) Plan of Survey in PDF form;

One (1) copy of the anticipated schedule for construction activities;

One (1) copy of the Class B construction cost estimate with a detailed schedule of quantities;

One (1) copy of the itemized letter of credit in MS Excel format;

One (1) itemized list of expected cost recoveries, complete with cost breakdown;

A letter, authenticated and validated 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;

\$4,920.00 per hectare (ha.) subdivision development inspection fee.

\$4,415.00 development agreement fee.

PDF of the grading plan clearly depicting any areas with more than 1 metre of fill.

- 2) The applicant will submit drawings and documents to the City's Development Engineering Department for review and acceptance (see page 3).
- 3) A draft development agreement will be provided for the applicant to review. The draft will outline the off-site levy amounts owed by the Developer, and the financial security required.
- 4) 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 by the City.
- 5) The City will add the ancillary documents to the Development Agreement to create a finalized digital Development Agreement. Administration shall prepare a report with recommendations to the City Engineer.
- 6) The digital agreement will be issued to the Developer's Corporate Signing Authorities for execution.
- 7) Upon completion, the Development Agreement will return to the City to be reviewed and executed by the City Engineer. Following the execution of the Development Agreement by the City, a copy of the finalized Development Agreement shall be forwarded to the Developer and their consultant.

## Engineering Requirements:

Please submit the following to the Development Engineer Supervisor for review and acceptance:

A full-size digital set of detailed civil design drawings conforming to Section 2.0 of the Standards. Engineering drawings shall be authenticated and validated by a professional engineer licensed to practice in the Province of Alberta;

A full-size digital set of the detailed landscape design drawings. Landscape design drawings shall be signed by a landscape architect licensed to practice in the Province of Alberta

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;

One (1) copy of all documents, drawings, and other information required in Adobe Acrobat (PDF) format. A copy of the detailed design drawings shall be provided in AutoCAD format. A copy of all design tables from the drawings must be provided in MS Excel format;

One (1) copy of the Class B construction cost estimate with a detailed schedule of quantities; and

One (1) copy of the excel letter of credit spreadsheet.

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## Notes:

- Please note that Engineering drawings must be stamped accepted by Development Engineering before the City will execute the Development Agreement.
- Third reading of Land Use Bylaw Amendment and Subdivision Approval are required prior to entering into a Development Agreement.
- Per hectare (ha.) subdivision development inspection fee is calculated as Net Developable Land, which is Developable Land less Municipal Reserve, Environment Reserve, arterial roads, and storm water management facilities.
- Subdivision development inspection fee and development agreement fee are both established annually under Master Rates Bylaw 1/82, Schedule U.

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 Inquiries:*

Off Site Levy Specialist / Engineering 780-459-1665

*Legal Inquiries:*

City Solicitor at 780-459-1611