

For your Development Permit Application to be deemed complete for acceptance and processing by Parkland County, the following Mandatory Items and any applicable Additional Items must be provided.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**SITE PLAN**

- Detailed Site Plan** – A surveyed plot plan is required for dwellings on properties located in multi-parcel residential subdivisions. For all other parcels please provide a site plan that is clear, legible and includes all the information below.

A Site Plan is required for **all development** and should be drawn to scale, show the entire parcel and include the following:

- legal description of subject property and all abutting properties;
- identification of all legal property lines;
- location of any proposed development on the site;
- location and dimensions of existing and/or proposed buildings including front, rear and side yard setbacks;
  - *Note: include proposed decks attached to dwelling in site plan*
- identification of all abutting roads and existing and/or proposed access to the development;
- identification of all rights-of-way and easements within and abutting the subject property;
- identification of all drainage courses and/or the proposed storm water drainage plan;
- north arrow, scale, and date of drawing

**FLOOR PLANS**

- Floor Plans** – Floor plans for all developed floors, including the area of each floor (i.e. square footage) and labeled rooms.
- Must be professionally drafted
  - Detailed room dimensions and labelling
  - For all floors – including undeveloped basements

**BUILDING ELEVATIONS**

- Building Elevation Drawings** – Elevation drawings of the front, rear, and two sides of the building/addition, including exterior dimensions and sizes of openings (i.e. windows and doors).
- Must be professionally drafted
  - Building height and dimensions
  - Architectural finishes
  - For all four sides of the home (labelled North, East, South, West)

**VARIANCE REQUEST (If Applicable)**

**Variance** – Is a variance to either setbacks, height, or site coverage require for the development?  YES  NO

If Yes, please provide the following applicable details:

- Setback Variance:** Please provide the proposed setback and any relevant details on the proposed setback
- Height Variance:** Please provide the proposed height and any relevant details on the proposed height.

**Site Coverage Variance:** Please provide the proposed site coverage and any relevant details on the proposed site coverage.

Please explain why the variance request is necessary. *(Required for all variance requests. Attach a separate sheet if necessary.)*

**ADDITIONAL INFORMATION**

Land Title – Would you like the County to pull the land title for you? (\$10.50 fee)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does the site have direct access to a developed municipal road? (i.e. constructed approach)	<input type="checkbox"/> YES <input type="checkbox"/> NO
How many approaches are currently existing on the parcel?	
Are there any abandoned oil or gas well or pipeline present on the property? (Search available through <a href="#">AER</a> )	<input type="checkbox"/> YES <input type="checkbox"/> NO

**COMMENTS (Optional)**

Please use this room to provide any additional comments about your development.