



Diamond Estates Development Permit Process

COUNTY CENTRE
Suite 101, 1101 – 5th Street
Nisku, Alberta T9E 2X3
Phone: 780-979-2113 or 1-800-379-9052
Fax: 780-955-8866

- ✓ The applicant contacts Leduc County Planning & Development Department to obtain plan indicating building pocket and lot grading. *The applicant submits this plan to Surveyor for preparation of plot plan.
- ✓ The applicant submits application for approval pursuant to the Architectural Controls and Design Approval of the Land Use Bylaw. Information includes:
 - Completed Architectural Controls and Design Approval form and fee of \$304.00
 - 2 complete sets of building plans (1 - full size and 1 - 11"x17")
 - An 11"x17" plot plan identifying lot grades, floor elevations, setbacks and house location prepared by a registered Alberta Land Surveyor*
 - Color samples of proposed finishes and trim including samples of finishing materials (design consultant will request if required)
- ✓ The applicant submits a completed Development Permit application, which will be processed upon approval of the Architectural Controls and Design. Information includes:
 - Development Permit Application form and fee of \$203.00
 - Province of Alberta Subdivision & Development Regulation form
 - Land Title current within 30 days or \$11.00 fee for a title search
- ✓ Before the permit can be issued the applicant must pay deposits for Building Completion and Infrastructure (\$3,039.00), Landscaping (\$2,026.00), and Lot grading (\$3,039.00). The total amount payable is \$8,104.00.
- ✓ Water/Sewer Line Connection & Inspection Application to connect to the existing water and sewer lines shall be submitted to Safety Codes in Planning and Development.
- ✓ A temporary address sign (less than 2.0m² in size) must be visible from the road for inspectors and emergency responders until the permanent address sign is placed.
- ✓ After the foundation is poured, and before an inspection is done, the applicant must submit a Surveyors' Real Property Report confirming location of foundation and grades. A Development Officer will review the report to ensure the building is in the approved pocket at the correct elevation.
- ✓ When the project is complete, the applicant submits a final Surveyors' Real Property Report. Leduc County Staff will review the real property report, inspect infrastructure, the completed building, and the landscaping. Deposits will be refunded if warranted. Note that Final Grade must be completed within two years of the issuance of a Development Permit. The specific tolerance is +/- 50mm.

***Hagan Surveys (780-464-5506) is offering a package price for all survey work**



Application for Architectural Controls & Design Approval

COUNTY CENTRE
 Suite 101, 1101 – 5th Street
 Nisku, Alberta T9E 2X3
 Phone: 780-979-2113 or 1-800-379-9052
 Fax: 780-955-8866

Subdivision Name	Lot	Block	Plan
Diamond Estates	Owner's Name		
	Municipal Address		

Applicant Information:

Name _____	
Address _____	
City/Town _____	Postal Code _____

Company	_____
Phone	_____
Fax	_____
Email	_____

Housing Design:

Type	Area	
<input type="checkbox"/> Bungalow	Main Floor	m ² / ft ²
<input type="checkbox"/> One and one half storey	Second Floor	m ² / ft ²
<input type="checkbox"/> Two storey	Total Floor	m ² / ft ²
<input type="checkbox"/> Other _____	Basement/ Walkout	m ² / ft ²

Setbacks	Front: _____	Rear: _____	Left: _____	Right: _____
Grades:	Front: _____	Rear: _____	Garage Front: _____	_____

Proposed Top of Footing Elevation: _____	Note: Siting and grades as per surveyors plot plan. Conformance to setback and lot grading requirements are the responsibility of purchaser and/or builder.
Main Subfloor Elevation: _____	
Basement/ Walkout Elevation: _____	

Exterior Detail	Manufacturer	Material	Colour
Roof			
Wall			
Brick/Stone			
Gable Ends			
Trim			
Soffit, Fascia			
Window			
Shutters			
Front Door			
Portico			
Garage Door			
Chimney			
Side yard Fence			

Note: Colour- Please specify Manufacturer's name, reference number and colour: Example: Olympic 704 Brown

Date: _____

Signature of Applicant: _____

Signature of Applicant



FORM A
Development Permit Application
Land Use Bylaw No. 7-08
Residential

COUNTY CENTRE
 Suite 101, 1101 – 5th Street
 Nisku, Alberta T9E 2X3
 Phone: 780-979-2113 or 1-800-379-9052
 Fax: 780-955-8866

MO. ____ DAY ____ YEAR ____

PERMIT NO. D -

Legal Description

1/4	Sec	Twp	Rg	W	No. ac/ha	Roll No.
-----	-----	-----	----	---	-----------	----------

Lot	Block	Plan	Subdivision/Hamlet
-----	-------	------	--------------------

Civic Address of Project: _____ Rural Addressing Required: Yes No

Applicant _____	
Address _____	
City/Town _____	Postal Code _____

Phone 1	_____
Phone 2	_____
Fax	_____
Email	_____

Registered Landowner _____	
Address _____	
City/Town _____	Postal Code _____

Phone 1	_____
Phone 2	_____
Fax	_____
Email	_____

Land Use District _____	Permitted or Discretionary
Is the Development within Leduc County Municipal Services Area (Water / Sewer)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Existing Buildings and Land Use: _____

Proposed Development: _____

FOR OFFICE USE ONLY _____

Dwelling Type	□ ft(²) □ m(²)		Addition	□ ft(²) □ m(²)		Accessory Building	□ ft(²) □ m(²)		Site Alteration
	Area	Height		Area	Height		Area	Height	
<input type="checkbox"/> Manufactured Home			<input type="checkbox"/> Addition			<input type="checkbox"/> Detached Garage			<input type="checkbox"/> Lot Grading/Infill <input type="checkbox"/> Excavation <input type="checkbox"/> Stockpiling <input type="checkbox"/> Landscaping
<input type="checkbox"/> Modular Home			<input type="checkbox"/> Deck(s)			<input type="checkbox"/> Shop			<input type="checkbox"/> Signs
<input type="checkbox"/> Relocated Home			<input type="checkbox"/> Other (specify)			<input type="checkbox"/> Other (specify)			Home Based Business
<input type="checkbox"/> Constructed on Site									

The personal information contained on this form is collected pursuant to Section 32c of the *Freedom of Information and Protection of Privacy Act, Part 17 of the Municipal Government Act*, and will be used for the purpose of application review and analysis and may include notification to various County or Provincial Departments or agencies; and adjacent landowners and/or municipalities in which the application and/or related correspondence is copied and circulated. The application process can be viewed on our website at www.leduc-county.com. If you have any questions about this collection, please contact the Planning and Development Department, Leduc County at (780) 979-2113.

I/ we hereby make application for a development permit under the provisions of the Land Use Bylaw in accordance with the plans and supporting information submitted herewith and which form part of this application.

Signature of Applicant: _____
 Signature of Applicant

 Printed Name of Applicant

Signature of Owner: _____
 Signature of Registered Landowner

 Printed Name of Registered Landowner



County Centre
Suite 101-1101-5 Street, Nisku, Alberta T9E 2X3
Telephone: (780) 955-3555 · Fax: (780) 955-8866

Applicant's Authorization

I (we) _____, being the registered owner(s) of
(name of registered owners)

(Legal Description of Property)

do hereby authorize _____
(individual person making application)

to make application for development affecting the above mentioned property.

Registered Owner(s) Name(s)

Address

Date

Signature(s)



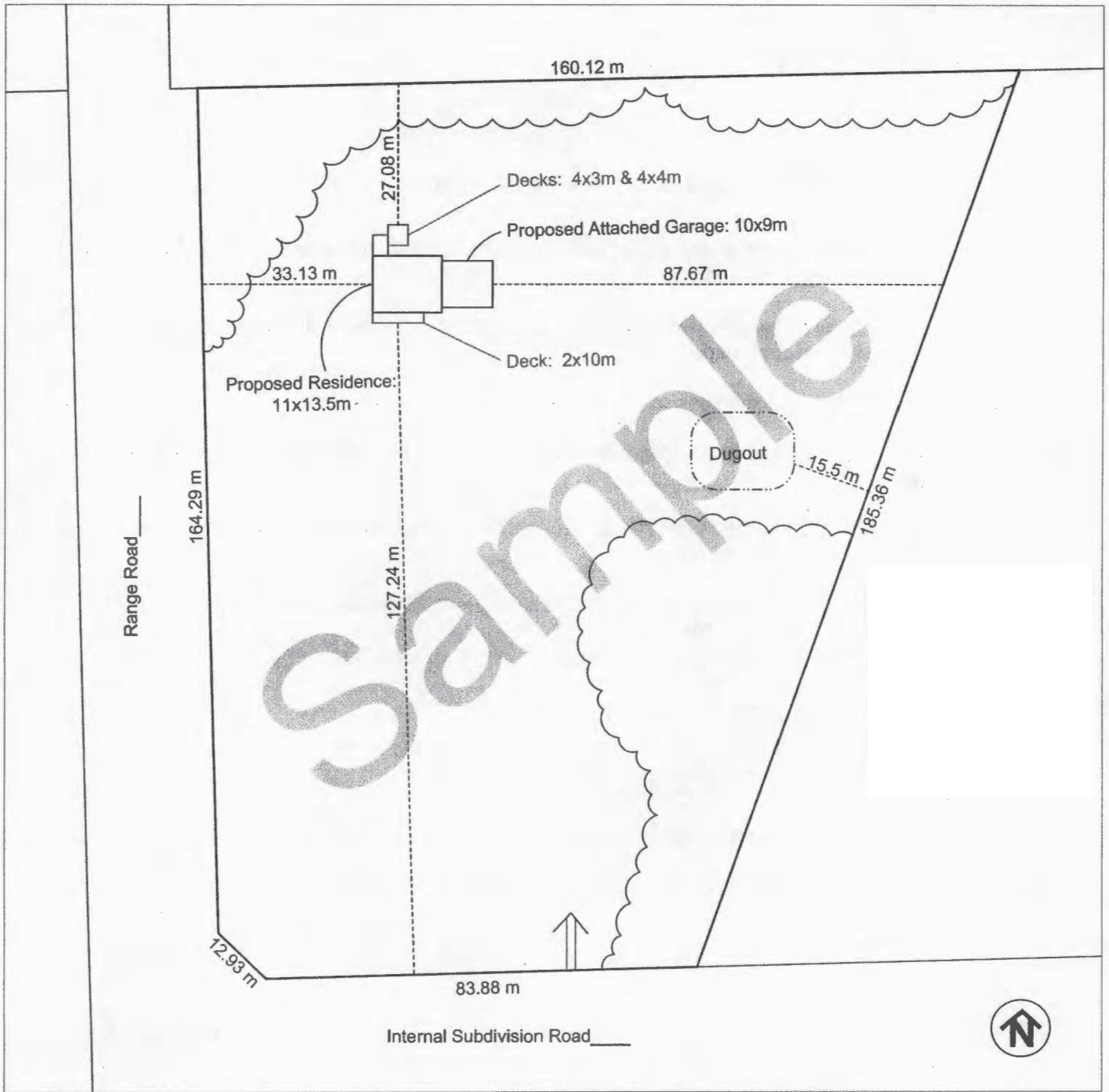
Leduc County Site Plan and Drainage Plan Requirements

Site Plans:






$\sqrt{\text{ or X (n/a)}}$	A SITE PLAN MUST SHOW THE FOLLOWING:
	North Arrow
	Lot dimensions
	Location, identification and dimensions of all existing and proposed developments including but not limited to infill, excavations, landscaping features, buildings, additions, outdoor storage and decks.
	Development setbacks from all property lines
	Location of roadways
	Location of existing and proposed approaches
	Location of existing and proposed rights of way, easements, pipelines, well sites and utility lines
	Location of water courses and water bodies including wetlands
	Location of vegetation including tree stands
	Dimensions of vegetation to be removed
	Development setbacks from the top of bank and lakeshores
	Location of proposed parking and loading as per Section 6.9 of the Land Use Bylaw
	Location of proposed landscaping as per Section 6.6 of the Land Use Bylaw
	Location of screening and fencing
	Location of existing and proposed signs

Drainage Plans:

$\sqrt{\text{ or X (n/a)}}$	A DRAINAGE PLAN MUST SHOW THE FOLLOWING:
	Drainage in and around the proposed development
	General lot drainage
	Multi Lot Subdivisions & Non Residential Uses – drainage plans must be produced by a qualified person (Engineer or Legal Land Surveyor)



LEGEND

-  Access/Approach
-  Slough/Low Land
-  Drainage Course/Creek
-  Treed Area
-  Building

SITE PLAN

Development Permit Application

File Number: _____

Legal Description: _____

Lot, Block, Plan: _____

Applicant: _____

**PROVINCE OF ALBERTA
SUBDIVISION AND DEVELOPMENT REGULATION
ADDITIONAL INFORMATION REQUIRED FOR DEVELOPMENT PERMIT APPLICATIONS**

In order to expedite the review process, please answer the following questions with your application:
Questions: (Please attach site plans to show each or all of the information)

Check all spaces V (yes) X (no) ? (not sure)	Questions to be answered by all applicants:	For Office Use only: (Actions required)	For Office Use only: (Results)
--	Is any proposed permanent additional overnight accommodation or public facilities within 100m of an oil or gas well head? S. 11(1)(2)		
--	Is any proposed permanent additional overnight accommodation or public facilities within 1.5 km of a sour gas facility (including any well, battery, pipeline and plant)? S. 1(1)		
--	Is any proposed residential, food establishment, school or hospital building within 300 m of the working area of a sewage treatment plant? S. 12(3)		
--	Is any proposed residential, food establishment, school and hospital building site within 450 m of the working area of an operating or non-operating hazardous waste management facility or an operating sanitary landfill, modified sanitary landfill or dry waste site; or 300 m of the disposal area of an operating or non-operating sanitary landfill, modified sanitary landfill, dry waste site or an operating waste processing site, waste storage site, waste sorting station or waste transfer station. S. 13(3)		

In compliance with the Alberta Municipal Government Act and the Subdivision and Development Regulation, the above answers/information are provided as being accurate.

I (We) understand that the County, Province and/or other review Agencies may require additional information from me (us) in their review of this application.

_____ Date

_____ Signature(s) of Applicant(s)