



# Village of Carbon

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## Development Permit Requirements Checklist

### RESIDENTIAL - SINGLE DETACHED, SEMI-DETACHED, DUPLEX, AND MUTI-UNIT DWELLING

All of the following information for a Development Permit is necessary to ensure that an application is reviewed completely and efficiently. This checklist must be attached to all Development Permit Applications for commercial/industrial/institutional development. All boxes should be checked, and the information indicated attached to the application. **Incomplete applications will not be accepted by the Village Administration and will be returned to the Applicant. All boxes must either have a  or N/A (not applicable).**

#### Required Information

- Completed **Development Permit - Residential**;
- Letter of Authorization** signed by landowner (if application is submitted by a person other than the registered landowner);
- Application fee**, payable to the Village of Carbon;
- Current **Certificate of Title** of subject lands (no older than 30 days); and
- 2 copies of **site plan** showing the following:
  - the legal description and municipal address of the site;
  - the scale and a North arrow;
  - dimensions of the parcel, including total parcel area;
  - the residence and any other accessory buildings with dimensions of foundation/walls and any projections and/or cantilevers;
  - the perpendicular distance measured from adjacent front, rear, and side property lines to each corner of the foundation/walls and eaves of any existing buildings;
  - the distance between the proposed sign and any building on the site;
  - location of access and egress points to the site;
  - location of off-street vehicular parking and loading areas; and
  - location of any registered utility rights-of-way (including Plan Number).
- 2 copies of **building plans** showing the following:
  - scale and dimensions of exterior walls and interior rooms (including cantilevers and projections);
  - floor plan(s) of the building, including all living space;

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- building elevation plans which indicate front, rear, and side elevations; wall height (finished grade to eaves); roofing material; and roof pitch; and
- building cross-section drawings.

#### **Additional Information**

The Development Officer may require an applicant for a development permit to submit, in addition to the information noted above, any or all of the following addition information:

- The location of municipal water, sanitary sewer, or storm sewer lines, and public utilities (e.g., gas, telephone, cable, power) to be utilized in servicing the site;
- A Traffic Impact Assessment and/or Parking Demand Assessment evaluating potential traffic impacts and on-site parking implications;
- A Geotechnical Report evaluating slope and/or soils stability;
- A Phase I Environmental Site Assessment evaluating potential soil contamination;
- A Landscaping Plan illustrating the location and type of all on-site landscaping features;
- Information on how on-site stormwater management will be provided; and
- When the applicant is aware that the proposed development does not meet a standard of the Land Use Bylaw (e.g., building setback, parking), any deficiencies must be identified, and a written account of the planning rationale provided in support of such deficiencies.