



SECONDARY VEHICULAR ACCESS Permit Application Checklist

When you apply for your permit to add a second access to your property, you ensure that the access meets all applicable regulations and engineering standards. When you submit the following, you will avoid any processing delays:

For All Applications:

Development Permit Application Form (Attached)

Signatures are to be included from the applicant and the registered landowner on title. Permits without landowner consent cannot be accepted. Please ensure that construction value is specified.

One (1) Site Plan

Complete site plans will show the location of the proposed second access.

Alterations to Public Land Permit

Contact Project Management at 780 992 6248 to apply for this permit directly.

For Applications in the RE - Residential Estate Lot District (in addition to the above):

One (1) Hard Copy or One (1) Digital Copy of Drawings

Complete drawings will be fully dimensioned with elevations and will illustrate that the second access will be functional and maintain the drainage design. Please contact WSP Canada Inc. - Land Development Department (780 466 6555) to prepare the drawing.

Security

A security of \$2000.00 will be fully refunded upon satisfactory completion of the second access.

As-built Drawings

Complete drawings will include elevations that confirm that the second access was completed as approved.

Advisements:

- To secure the refund of the posted security, as-built drawings will be necessary. Complete drawings will include elevations that confirm that the second access has been completed as proposed and that the design drainage has been maintained. This will most likely require a surveyor to be on site during installation. The surveyor will be responsible for ensuring the installation is done correctly.
- When a revised Final Grade certificate is submitted and approved by the City of Fort Saskatchewan Project Management Department the security refund can be processed.
- The Community Standards Bylaw C16-12 is in effect.
- A Business Licence is necessary for contractors operating in Fort Saskatchewan. Business Licences' can be pulled concurrently at the time of this application.
- Fees and security deposits are to be paid at time of application.

If you have any question regarding the application process or completing the forms, please contact Planning & Development Services at 780 992 6198 or fortplanning@fortsask.ca. If you have any questions regarding the building permit process or the Alberta Building Code regulations, please contact the Building Inspector at 780 997 6690.

Incomplete submissions will not be processed

Signature

Date



RESIDENTIAL DEVELOPMENT PERMIT APPLICATION (EXISTING RESIDENTIAL)

OFFICE USE ONLY

Application Number: PL _____ Land Use District: _____
 Lot: _____ Block: _____ Plan: _____ Tax Roll: _____

Please Print All Information Clearly

Project Address

Street Address: _____

Applicant and Property Owner Information

Applicant: _____ Email: _____
 Contact Name: _____ *All correspondence will be provided to the above email
 Address: _____ City: _____ Postal Code: _____
 Phone: _____

Fill out if property owner is not the Applicant *Property owner is required to sign this form or provide a letter as the authorization

Property Owner: _____ Email: _____
 Address: _____ City: _____ Postal Code: _____
 Phone: _____

Proposed Development

Development Type <small>*Please make sure ALL applicable items for this application are checked</small>	Work Area
Raised Deck/Balcony/Raised Platform Uncovered _____ Covered _____	Main Floor: _____
Accessory Building Garage _____ Shed/Shop _____ Gazebo _____ Other: _____	Second Floor: _____
Additional Suite Secondary Suite _____ Garage Suite _____ Garden Suite _____	Basement: _____
Addition to Existing Structure <small>*Less than 1.2m from the structure</small> Expansion _____ Sunroom _____ Gazebo _____ Other: _____	Total Area: _____
Other Developments Demolition _____ Second Access _____ In-Ground Swimming Pool _____ Other: _____	Accessory Building: _____
	Deck: _____
	Other: _____
	Construction Value
	\$ _____

Notes

Signature of Applicant

Date YYYY / MM / DD

Signature of Owner (if not the Applicant)

Date YYYY / MM / DD

IMPORTANT NOTICE: This Application does not permit you to commence any development until such time as the Development Authority has issued a Development Permit. If a decision has not been issued within 40 days of the date of this Application being deemed complete, the applicant may file an appeal to the Subdivision and Development Appeal Board (SDAB).

The personal information provided as part of this application is collected under the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used in relation to this Development Permit and the City of Fort Saskatchewan Land Use Bylaw to process the Application and may be used or provided for statistical data. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information, please contact The City of Fort Saskatchewan at 780-992-6200.