



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



CITY OF
FORT SASKATCHEWAN

RESIDENTIAL DEVELOPMENT PERMIT APPLICATION

Planning & Development, 10005 102 Street
Fort Saskatchewan, AB T8L 2C5
780.992.6198 fortplanning@fortsask.ca

OFFICE USE ONLY

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

Please Print All Information Clearly - All Fields Required

Project Address

Street Address: _____

Applicant and Property Owner Information

Applicant's Name: _____ Phone: _____
Address: _____ City: _____
Postal Code: _____ Email: _____
Contact Name: _____
 I consent to receive notification of my development permit approval at the email provided above.

Applicant is the Owner: Written Consent of Owner Required
Fill out only if different from Applicant:
Property Owner's Name: _____ Phone: _____
Address: _____ City: _____
Postal Code: _____ Email: _____

Proposed Development (Check Applicable Boxes)

Description of Work: _____

CONSTRUCTION VALUE: \$ _____

New Construction:

- Single-Detached Semi-Detached
 Multi-Attached No. Of Units: _____
 Attached Garage Detached Garage
 Parking Pad
 Raised Deck Covered? Yes No
 Show Home
 Variance: _____

Existing Residential:

- Raised Deck Covered? Yes No
 Addition
 Demolition
 Accessory Building (ie. Garage, Shed, Gazebo)
 Additional Suite (ie. Secondary, Garden, Garage)
 Show Home
 Second Access
 In-Ground Swimming Pool
 Other: _____

Signature of Applicant

Date of Application

Signature of Owner (if not the applicant)

Date

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).

OFFICE USE ONLY

Date Received: _____

Dated Complete: _____

Base Fee: _____

Variance Fee: _____

Lot Grading Program: _____