

SUBMISSION CHECKLIST

Secondary Vehicular Access

Please complete the application form(s) to the best of your ability. If we have questions about your submission, we will contact you during the initial review. For further assistance, contact Planning & Development at 780-992-6198.

Development Permit Application Checklist

When you apply for your permit to add a second access to your property, ensure that the access meets all applicable regulations and engineering standards.

Ensure you are or have owner authorization to apply for the permits.

Completed and signed application form.

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

Security—A security is required. It will be fully refunded upon satisfactory completion of the second access.

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

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.

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 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.



CITY OF
FORT SASKATCHEWAN

RESIDENTIAL DEVELOPMENT PERMIT APPLICATION
SECOND VEHICULAR ACCESS

Planning & Development
10002 105 St Fort Saskatchewan AB T8L 2C5
780.992.6198 Fortplanning@fortsask.ca

OFFICE USE ONLY

Application Number: _____ Land Use District: _____

Lot: _____ Block: _____ Plan: _____ Tax Roll: _____

Long Legal (if Applicable): _____

Project Address

Municipal Address: _____

Applicant Information—All correspondence will be provided to the applicants email.

Applicant: _____ Email: _____

Contact Name: _____ Phone: _____

Address: _____ City: _____ Postal Code: _____

Property Owner Information—Fill out if the property owner is not the Applicant.

Property Owner: _____ Email: _____

Contact Name: _____ Phone: _____

Address: _____ City: _____ Postal Code: _____

Proposed Development

Construction Value _____

Additional Comments: _____

Security: A security deposit is required and will be fully refunded upon satisfactory completion of the second vehicular access. Notification will be sent to the email provided with the amount of the required security deposit at time of permit review.

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).

Applicant Signature _____ Date: _____

Owner Signature (if not the applicant) _____ Date: _____

This personal information is being collected and used under the authority of Section 4(c) of the Protection of Privacy Act for the purpose of this Development Permit. If you have questions about the collection, contact the Access to Information Coordinator for the City of Fort Saskatchewan at 780-992-6200