



NEW HOME PERMIT APPLICATION CHECKLIST

- Completed Development Permit Application Form
- One 11"x17" copy of an **Engineered Site Plan and Drainage Plan**
- One 11"x17" copy of your final **Building Plans/Construction Drawings**
- New Home Warranty** Proof of Coverage or Exemption
- Energy Code Compliance Information
- Construction Compliance Certificate
 - Top portion to be completed at time of Development Permit
 - **Bottom portion to be completed two (2) weeks prior to Occupancy**
- All Development Permit Fees Paid
 - See "New Home Permit Application Worksheet – Fee Schedule"





NEW HOME PERMIT APPLICATION WORKSHEET

FEE SCHEDULE

| ITEM | DESCRIPTION | FEE – OFFICE USE |
|------|---|------------------|
| A1 | Development Permit Application ¹ | \$120.00 |
| A2 | Off-Site Cost Levy | \$500.00 |
| A3 | Water Meter | \$850.00 |
| A4 | 100% Refundable Landscaping Fee ² | \$2,500.00 |
| A5 | Other / Adjustments ³ | |
| | TOTAL DUE⁴ | |

NOTES:

1. If the development requires a decision by the MPC (Municipal Planning Commission), additional fees will apply
2. The refundable landscaping fee will be held in trust by the Town of Raymond as noted in the issued Development Permit. For homes built in Bridge Crossing and Stonegate Meadows and Aspen Pointe Subdivision(s), this fee is withheld by the developer therefore it will be waived by the Town of Raymond.
3. Any adjustments necessary to be calculated by a Town of Raymond representative.
4. Total Due will be summation of Items A1 – A5 to be calculated by Town of Raymond Representative.





DEVELOPMENT APPLICATION SUBMISSION PROCESS AND REQUIREMENTS

NEW PRINCIPAL STRUCTURES

At the Town of Raymond, we strive to make the application process for development straightforward and easy to understand. We pride ourselves on our efficient processing of all permits. Most applications for accessory structures can be processed within 3 days, while applications for principal structures (such as new homes) generally take about 1 week. These processing times, however, are delayed significantly when applications are missing information.

In general, the permitting process is as follows:

1. Application documents are submitted to the Town of Raymond Development Office.
2. All fees are paid in full.
3. Application is reviewed for completeness.
4. Drainage Plan is reviewed by engineers for compliance with Town of Raymond regulations and cross referenced to any pre-existing neighborhood drainage plan(s).
5. Drainage plan is approved and stamped by the Development Authority.
6. Development Permit is issued. You will note on your issued Development Permit that there is a 21-day appeal period. The Town of Raymond allows a developer to commence work before the specified appeal deadline with the understanding that any work would need to cease if an appeal is made. In addition, if a permit were appealed and the application is denied upon a successful appeal, any improvements would have to be removed at the applicant's expense.
7. Notice is sent to the applicant and Engineer on file that approval has been given to commence staking the development site.
8. All documents are sent to Park Enterprises Ltd. for the issuance of the building permit (all inspections will be scheduled through Park Enterprises Ltd.).

Before you move into your new building you must:

1. Arrange with Park Enterprises for all final inspections.
2. Apply to the Town of Raymond for a Construction Compliance Certificate and minimum of 14 days before you intend to move in. Please include the dates that final inspections were **passed** and as well as photos of the water meter installed, downspouts, and permanent house numbers affixed to the exterior will be required for this permit.

Once an occupancy permit is issued, your utility account will be created, a garbage can will be delivered to the property, and utility billing will commence.

The Municipal Government Act (MGA) requires all municipalities to note when an application is "complete". As such, we have compiled a list of items that should accompany any development and building permit applications.

This is not an exhaustive list, and the Designated Officer may request additional information that is required to assess the application.

RAYMOND

- One 11"x17" copy of an **Engineered Site and Drainage Plan**, which shall provide the following information:
 - Legal description and municipal address of subject property.
 - Scale and North Arrow.
 - Adjacent roadways and lanes.
 - Lot dimensions, lot areas, and percentage of lot coverage for all structures.
 - Proposed building with dimensions of foundation and projections including decks.
 - The proposed distances from the foundation of the building to the front, side, and rear property lines.
 - Location of any registered utility right of ways or easements.
 - Location of driveway, including dimensions.
 - Elevations.
 - Downspout placement.
 - Arrows showing direction of water flow.
 - Adequately addresses all storm water requirements for the lot.
- One 11"x17" copy of your **Building Plans/Construction Drawings**, which shall provide the following information:
 - Scale and dimensions of exterior walls and interior rooms.
 - Floor plan of all living space proposed to be developed.
 - Building elevations including building height (from finished grade), roofing material, and roof pitch.
 - Any other proper construction details and drawings.
- Engineering done for the **Sewer and Water Connection to the Main Line** (if lot is not pre-serviced).
- Copy of the **Home Warranty Proof of Coverage or Exemption** (see www.homewarranty.alberta.ca) or call Municipal Affairs at 1-866-421-6929.
- Energy Code Compliance Information Contact Park Enterprises for more information.
 - Complete and submit attached 9.36 Project Summary Compliance Submittal Report.
- Any other proper construction details and drawings.

Please note that the completion of landscaping includes grass on 75% of the yard (eco-scape, zero-scape or other alternative landscaping design greater than 25% requires Town of Raymond approval), one tree in either front or side yard, and the driveway to be asphalt or concrete to the curb.



TERMS:

1. Subject to the provisions of the Land Use Bylaw (LUB 987-11) of the Town of Raymond, the term “Development” includes the making of any change in the use of buildings or land.
2. Although the Development Officer can advise on the principle or details of any proposals, such advice must not be taken in any way as official consent and is without prejudice to the decision in connection with the formal application. It must be clearly understood that any action taken before a Development Permit is received, is at the applicant’s own risk.
3. If a decision is not made within 40 days from the date the application is deemed complete, or within such longer period as the applicant may approve in writing, the application shall be deemed to be refused and the applicant may exercise his right of appeal as though he had been mailed a refusal at the end of the 40-day period.
4. Construction undertaken subsequent to approval of this Development Permit application may be regulated by the provincial building requirements.
5. Any development carried out prior to the effective date of the appropriate Development Permit is done solely at the risk of the applicant and/or landowner.

ADDITIONAL INFORMATION:

In addition to the above requirements the Development Officer may also require:

1. Proof of ownership or right to the land in question and may require a current Real Property Report as proof of location of development on said land.
2. Landscape information and/or plans.

Please Note: Review of a Development proposal may be delayed if the form and/or additional information provided is incomplete.

RAYMOND

DEVELOPMENT PERMIT APPLICATION

Date of Application: _____

Estimated Start Date: _____

Estimated Value of Construction: _____

| | |
|-----------------------------------|--|
| Development Permit Application DA | |
| Date Application Deemed Complete | |
| Development Application Fee: | |

IMPORTANT NOTICE: This application **does not** permit you to commence construction until such time as a permit has been issued by the Development Authority. If approval has not been received within 40 days of the date the application is deemed complete, you have the right to file an appeal to the Subdivision and Development Appeal Board.

**THIS DOES NOT CONSTITUTE A BUILDING PERMIT.
A SEPARATE BUILDING PERMIT MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS.**

PROPERTY INFORMATION

Municipal Address: _____

Legal Description: Lot(s) _____ Block _____ Plan _____

Land Use District: _____ Existing Use: _____

Describe Proposed Development:

APPLICANT INFORMATION


Applicant's Name: _____ Phone: _____

Mailing Address: _____

City/Town _____ Postal Code _____

Email: _____ Check this box if you would like to receive documents through email.

Is the applicant the owner of the property? Yes

If "NO" please complete the information below 

| | |
|------------------------|--|
| Owner's Name: _____ | Applicant's Interest in the property: <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Other _____ |
| Mailing Address: _____ | |
| Owner Signature: _____ | |



RAYMOND

DEVELOPMENT INFORMATION

The purpose of this application is to: (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Construct a new | <input type="checkbox"/> Single Detached Dwelling |
| | <input type="checkbox"/> 2-Unit Dwelling |
| | <input type="checkbox"/> Multi-Unit – Please specify the number of dwelling units - _____ |
| | <input type="checkbox"/> Accessory Structure |
| | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Alter/Renovate the existing building | |
| The renovation is a: | |
| | <input type="checkbox"/> Interior Renovation |
| | <input type="checkbox"/> Addition |
| | <input type="checkbox"/> Other: _____ |
| | <input type="checkbox"/> Basement Development |
| | <input type="checkbox"/> Deck |
| <input type="checkbox"/> Demolish existing building | |
| <input type="checkbox"/> Other _____ | |

BUILDING REQUIREMENTS

| | Principal Building | Accessory Building / Addition / Deck | Renovation / Basement Development | Office Use |
|--|--------------------|---|--------------------------------------|------------|
| Square Footage | ft ² | ft ² | ft ² | |
| Height | ft | ft | | |
| Proposed Setbacks from Property Lines | | | | |
| Front | ft | ft | | |
| Secondary Front | ft | ft | | |
| Rear | ft | ft | | |
| Side | ft | ft | | |
| Side | ft | ft | | |
| Parcel Type: <input type="checkbox"/> Interior Lot <input type="checkbox"/> Corner Lot | | | | |

Total Square Feet of Principal Structure: _____ Total Square Feet of Accessory Structures: _____
(all accessory structures combined)

Combined total % of lot occupied by buildings (Principal & Accessory Structures): _____

*I hereby understand that development of a principal building or dwelling I must apply for and receive a Construction Compliance Certificate **PRIOR** to occupancy (including moving in belongings). Failure to do so will result in a \$500.00 late application fee and possible order to vacate the home. _____ (please initial)*

I hereby certify that the information contained in this application, including any further information contained in attached materials, is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Development Permit. I further certify that the owner of the land described above is aware of this application and that I will not commence this development until a valid development permit is issued.

Signature of Applicant: _____ Date: _____