

# RESIDENTIAL DWELLING DEVELOPMENT APPLICATION PACKAGE CHECKLIST



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[Calmar.ca](http://Calmar.ca)

Development Permit # \_\_\_\_\_

To consider your Development Permit Application to be deemed complete for acceptance and processing by the Town of Calmar, the following mandatory items and any applicable additional items MUST be provided.

## INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

### Mandatory Items:

**Documents submitted shall be legible and no larger than 11" X 17" page sizes.**

*PDF files are preferred (if available)*

**Application Form** – The application must be completed in full and signed by the registered owner(s) (or a letter of consent submitted) or agent acting on their behalf.

**Application Fee** – Applicable fees are set by Council for the Town of Calmar. The fees are attached.

**Certificate of Title** – This will be verified through Alberta Land Titles by the Town.

**Detailed Site Plan** – Refer to the sample site plan following the Development Permit application for requirements for the site plan. If applicable show where your clientele will be parking.

**Building Elevation Drawings (Blueprints)** – Elevation drawing of the front, rear, and two sides of the building/addition including exterior dimensions and sizes of openings (eg. windows, doors, engineered trusses (roof and floor) design and foundation plan.)

**Floor Plans** – Floor plans for all developed floors, including the areas of each floor (eg. square footage) and rooms labelled accordingly.

### Additional Items (If Applicable)

**Relaxation / variance** – if a variance / relaxation is required for the dwelling / structure. Please provide an explanation why the variance / relaxation is necessary:

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**Addition** – Is the proposed development an addition to an existing dwelling / building?

**Additional Notes** (if required)

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