

## **Pre-application meeting – Step 1 in the development permit application process**

A pre-application meeting is required prior to submitting a development permit application for a complex project, such as commercial, industrial, institutional, or multi-residential projects. The meeting is a preliminary plan review of a development proposal by County staff representing various County departments.

To schedule a pre-application meeting, the applicant must complete this form, provide the pre-application submission requirements as listed below, and pay the applicable fees. These fees will be applied to the required fees for a complete development permit application submission if received within six (6) months of the date of the pre-application meeting. Any application submitted after six (6) months of a pre-application meeting may require a new pre-application meeting to be held prior to acceptance of a development permit application.

The pre-application meeting is a review of a project in the design stage. The goals of the meeting are to:

- highlight current applicable regulations, standards, requirements, codes, and policies;
- address potential issues and discuss potential alternatives; and,
- provide direction to the applicant regarding the project development process, including complete application submission requirements.

**Information provided during the pre-application meeting is advisory only, based on the plans and/or information provided by the applicant and on current requirements, standards, codes and policies at the time of the meeting date. A formal decision on the proposed development is made through the development permit application process.**

Pre-application submission requirements:

- Letter of intent (.pdf)
- Site plan (.pdf)
- Building floor plans and elevation drawings (.pdf)
- Preliminary grading, servicing, and landscaping plans (.pdf)
- Names and email addresses of project team members attending meeting (.pdf)
- The applicable fee of \$500 plus GST (*as per current fee schedule*)

Completed form to be submitted as part of the pre-application meeting request to PAI@strathcona.ca. Information provided will be used during the pre-application meeting and retained in accordance with the County's documents retention policy.

# Pre-application meeting – Request

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Project description \_\_\_\_\_

Property address \_\_\_\_\_

Legal description Lot \_\_\_\_\_ or Condo unit \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

Quarter \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Meridian 4

Applicant name(s) \_\_\_\_\_ Contact \_\_\_\_\_

If different than applicant

Street address \_\_\_\_\_

City \_\_\_\_\_

Province \_\_\_\_\_

Postal Code \_\_\_\_\_

Phone number \_\_\_\_\_

Email \_\_\_\_\_

Landowner name \_\_\_\_\_ Contact \_\_\_\_\_

If different than applicant

If different than landowner

Street address \_\_\_\_\_

City \_\_\_\_\_

Province \_\_\_\_\_

Postal Code \_\_\_\_\_

Phone number \_\_\_\_\_

Email \_\_\_\_\_

**By signing, I acknowledge that I have read and understand the terms and intent of the pre-application meeting.**

Applicant Name \_\_\_\_\_

Signature \_\_\_\_\_

Date (yyyy-mm-dd) \_\_\_\_\_

Landowner Name \_\_\_\_\_

Signature \_\_\_\_\_

Date (yyyy-mm-dd) \_\_\_\_\_

## Payment Information

Fees paid by  Cheque  Credit card

If paying by cheque, make it payable to Strathcona County. Postdated cheques will not be accepted.

If paying by credit card, a County Representative will contact you for payment.

## Collection and use of personal information

Personal information is collected under the authority of s. 4(c) of the *Protection of Privacy Act* and will be used in the management and administration of Strathcona County's permitting process. Information related to your application and/or any authorization or approval issued may be disclosed as allowed or required by law. If you have any questions about the collection, use or disclosure of your personal information, contact the Development Permitting Coordinator at 780-464-8080.

For office use only

Date received \_\_\_\_\_ Receipt number \_\_\_\_\_

Fees paid \_\_\_\_\_ Roll number \_\_\_\_\_

Date entered \_\_\_\_\_ Entered by \_\_\_\_\_

Land use district \_\_\_\_\_ Pre-application number \_\_\_\_\_ -PREAPP