

**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.
- 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\*  
\*fees subject to current fee schedule

# Pre-Application Meeting - Request

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

Municipal property address \_\_\_\_\_

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

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

Applicant name(s) \_\_\_\_\_ Contact name \_\_\_\_\_  
If different than applicant

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

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

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

Landowner name \_\_\_\_\_ Contact name \_\_\_\_\_  
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 signature \_\_\_\_\_ Date \_\_\_\_\_

Landowner signature \_\_\_\_\_ Date \_\_\_\_\_

**Collection and use of personal information**

Personal information is being collected under the authority of s. 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used in the management and administration of Strathcona County's Permit Application Process, and 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, Planning and Development Services, Strathcona County 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**

**Payment information** - The information below is collected and will only be used to make the authorized credit card payment for this approved one time amount. The information will only be copied, distributed or otherwise disclosed with prior approval. This information will be processed and then immediately destroyed.

PDS 25738-B 2018-04-24

<input type="checkbox"/> Receipt Required		Total Payment Submitted \$
Paying by: <input type="checkbox"/> Cheque <input type="checkbox"/> AMEX <input type="checkbox"/> Master Card <input type="checkbox"/> Visa <small>(Postdated cheques are not accepted)</small>		Cardholder Name
Card Number <small>Card Information to be collected in person or over phone only</small>	Expiry Date	Signature