

SCHEDULE 'A'

A CHECKLIST FOR SUSTAINABLE LAND SUBDIVISION AND DEVELOPMENT STANDARDS IN THE COUNTY OF VERMILION RIVER

THE SUBMITTAL OF A COMPLETED CHECKLIST WILL BE REQUIRED AS PART OF THE FOLLOWING TYPE OF DEVELOPMENT AND/OR SUBDIVISION APPLICATION(S):

Multi-lot/Multi-Unit Residential, Commercial, Industrial Subdivision and/or Development Single-Lot Residential, Commercial, Industrial Subdivision and/or Development

In conjunction with the application package, as required, this checklist contains instructions for submitting a complete Development and/or Subdivision multi-lot development application package for residential/commercial/industrial use. You must submit all required supplemental documents listed on the attached checklist or your application will not be accepted. If you have questions regarding the need for district-specific information that may be required by the land use district applicable to your project, please review the County of Vermilion River Land Use Bylaw, available at http://vermilion-river.com/departments/planning_development/bylaws_policies.html. You should discuss your district and land use(s) with Planning and Development prior to filing an application.

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. Please check off (☑) each item to verify that your application package contains the required information.

To facilitate the evaluation, all materials submitted must be clear, legible, and precise. Accurate and legible drawings are required (rough sketches are not acceptable) in order to ensure that your application is processed accurately and in a timely manner.

The County of Vermilion River shall require a final package with the necessary items outlined in this document in order to deem an application complete and proceed to evaluate it. All plans/drawings and reports must be prepared to professional drafting and engineering standards as outlined in the County of Vermilion River General Municipal Servicing Standards (GMSS).

IMPORTANT NOTICE:

A Development Permit Application will only be processed when it is completed in its entirety. In order for the application to be considered complete, it must include the required items indicated below AND any applicable additional supportive information requested as indicated below or during the process of reviewing your application. All required information must be attached to the application.

INCOMPLETE APPLICATIONS MAY BE RETURNED OR EXPERIENCE DELAYS

Note: The Development Authority has up to 40 DAYS after receipt of a COMPLETE APPLICATION to issue a final decision. Safety Codes permits will also be required for development of any structures regulated under the Safety Codes Act.

Required Items. (Applicant: Please check off (☑) each item to verify that you have included the required information)

Documents and Drawings submitted with an application shall be legible. ALL Drawings MUST BE submitted to the County in **digital** format. If colors are used, please ensure that all map and graphic information is readable in both: color and black and white.

- Pre-application Meeting.** Held with Planning & Development on (Date: _____)
- Application Form.** Must be fully completed and signed by applicant and registered owner(s).
- Application Fee.** As per County Fee Schedule payable in cash or debit card, or by cheque or money order to *County of Vermilion River*.
- Certificate of Title.** Obtained from a Registries office within **30 days** prior to the application. (Otherwise, Planning & Development will obtain one for an additional fee). Include copy of any restrictive covenants, utilities right-of-way, easements, or County caveats registered on the title(s).
- Declaration of Developers' agents.** Indicate scope of work, which may include: Alberta Land Surveyor, Planner, Architect, Engineers (civil, transport), etc.
- Abandoned Wells Statement.** Must be fully completed and signed and include information on abandoned oil and gas wells as required by the Subdivision and Development Regulation and ERCB Directive 079. <http://mapviewer.aer.ca/Html5/Index.html?viewer=aerabnwells>
- Road Allowance Upgrade Statement.** Must be fully completed and signed.
- Rural Address.** To be obtained and signage paid for (required for all homes built on rural properties after June 1, 2015).
- Detailed explanation** of how the site will accommodate the proposed use(s), including:
 - Introductory remarks to provide a background on the location and intent of the ASP, acknowledgement of the ASP as a statutory plan, current zoning, ownership, and size of the parcel proposed for development.
 - Proposed use(s). Please review the County of Vermilion River Land Use Bylaw for a list of permitted and discretionary uses in the appropriate Land District.
 - Does this project have a relationship to a larger project or a series of projects? If yes, describe.

The personal information requested on this form is being collected by the County of Vermilion River for purposes provided under Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and is protected by the FOIP Act. If you have any questions about this collection, contact the County Administrator at (780)846-2244 or (780)853-5492

Required Items. (Applicant: Please check off (☑) each item to verify that you have included the required information)

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- Describe surrounding land uses, indicating distance to nearest residence.
- Describe project potential to change the character of the surrounding area, including the loss of open space.
- Density of the proposed development.
- Will this project result in a population increase in the immediate project area? Explain.
- List any specialized plans or zoning restrictions applicable to this project site; e.g. IDP, overlay district, or similar. If the parcel is within an Inter-jurisdiction Development Plan, then mapping and impacts of this plan on adjacent areas under consideration must be included. The Development Authority will determine the extension of the Immediate and Extended Impact Areas taken under consideration.
- Number of dwelling units and types(s).
- Does this project requires Redesignation?
- Parcels shall be identified either as subdivided or divided under condominium structure.

Additional Supportive Information

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- Geology/Soils:**
 - Attach Preliminary Grading Plan.
 - Attach Soils/Geologic Report.
 - Slopes that exist on site prior to grading map.
 - Does the project propose to encroach into slopes?
 - If yes, include a Slope Stability Report Where:
 - Any slope across the property is fifteen percent (15%) or greater; and/or
 - The development is to be located within a zone where an imaginary line, drawn from the toe of the top of an embankment, exceeds a slope of one in three; and/or
 - If required by Municipal Engineer.
 - Is the site on filled land? If yes, explain.
 - Are there existing erosion problems or geologic hazards occurring on this site, such as: landslides, mudslides, ground failures, flood plains, or similar hazards? If yes, describe. Include map.
 - Will a grading permit be required? If yes, have you attached a preliminary grading plan? Describe proposed site grading. Including: How many cubic yards of soil will be imported, exported, or moved on site? Maximum proposed depth and slope of any excavation and the type. Grading material sources or disposal sites. Transport methods and haul routes. The location and height of any proposed or required retaining walls, if any.
- Water Quality:**
 - Describe any water bodies on, or adjacent to, the property, including lakes, rivers, creeks, seasonal and/or perennial watercourses, irrigation ditches, or drainage swales.
 - Is there a floodplain on or within 100 feet of this project site? If yes, is it identified on the Alberta Environment and Sustainable Resource Development (ESRD) maps? Include a copy of that map with your application.
 - For development projects, describe impervious surfacing created by this project:

Lot Coverage	EXISTING	PROPOSED
building coverage	_____ %	_____ %
surfaced areas	_____ %	_____ %
landscaped areas	_____ %	_____ %
permanent open space	_____ %	_____ % (excluding required landscaping)
Total	100 %	100%
 - Describe any discharge to surface waters that will result from this project, including any wastewaters other than storm water runoff that may be present in the discharge.
 - Identify the water body or feature that receives runoff waters, describing proposed methods for treating and controlling runoff before it enters the drainage or watercourse.
 - Are there any wetlands or riparian areas on this site? Will the proposed project affect any wetlands? Describe the proposed mitigation or reclamation measures.

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- Does this project propose to encroach into the required buffer from any perennial or seasonal waterbodies or riparian area?
- Water Well Tests for a one-mile radius no older than 5 years old, in addition to any older tests that are available for comparison purposes with a commitment to do more extensive testing at the subdivision stage.

- Air Quality:**
 - Describe any air pollutants, i.e. dust, smoke, fumes or odors, which this project may generate, both during and after construction (short and long-term impacts).
- Recreation.**
 - Describe any public recreational facilities existing or proposed on the project site, including trails. Describe any known historic or public use of this site.
- Signage:**
 - All signage will require a separate Development Permit Application.
 - All signage shall comply with the County of Vermilion River Land Use Bylaw Section 6.19.
- Noise:**
 - Describe any noise that this project will generate, both during and after construction; identifying the noise source and the hours of operation for the noise generating use, including any outdoor activity areas, i.e. storage yards, outdoor music, playgrounds, animals pens.
 - Describe any noise-sensitive land uses (homes, schools, hospitals, churches, libraries, nursing homes) within a half-mile of the project site.
 - Where a residential development is adjacent to a highway, major road, railway, or any other transportation and/or utility corridor; providing information confirming the provision for sound attenuation may be required.
- Roads:**
 - Is the access road serving the site a dead-end road? If yes, what is the distance to the nearest through road?
 - Who provides the road maintenance for each road accessing your project?
 - What road improvements are proposed?
 - Future road widening requirements: resulting in functional studies, future highways where applicable.
 - Traffic Impact Assessment (TIA) that includes a traffic safety conditions assessment and mitigation measures.
- Utilities and Services:**
 - List agencies providing the following services to your project site: Fire Protection, Water, Sewage, Garbage, Road maintenance, other special districts.
 - List the utilities that are available to serve the project site and the entities that provides service: Telephone, Electricity, Gas (propane or natural gas), high-speed internet service.
 - Will this project require the extension of service for any energy source? If yes, describe.
 - Will this project require the recording of a new utility easement? If yes, the proposed easement must be shown on the site plan.
 - As a result of this project, will there be significant amounts of solid waste generated; including stumps or inert matter?
 - Will this project result in the need for additional services including fire, police, water, sewage disposal or recreation, including annexation to another district?
 - What type of sewage disposal system is proposed for this project (public sewer, individual septic systems, community system, or centralised system)?
- Aesthetics:**
 - Is this project visible from a vista point, scenic corridor, a large population center, or a public recreation area? If yes, Describe.
 - Will this project require the installation of new overhead utility lines, visible from public roadways or adjacent properties?
 - Is any new exterior lighting proposed? If yes, the location of all exterior lighting must be shown on the site plan.
 - Comprehensive Lighting Plan. Describing existing and proposed lighting, the number and type of light fixtures, i.e. compact-fluorescent, metal-halide, incandescent; the location: wall-mounted, pole; and type of shielding to prevent off-site light spill.
- Mitigation measures.** Describe all mitigation measures identified during the Environmental or similar assessment to satisfaction of the Development Authority of the County. A noise, smell and access mitigation plan if the Oil & Gas Industry has production sites (including any disposal wells) in the ASP area; include proof of acceptance of the plan by the Oil & Gas Industry.
 - Hauling Details. Provide information on access and hauling activities, including number of trucks, tonnage, hours of hauling, methods of preventing / controlling / reducing erosion or dust, etc.
- Emergency Management Plan.**

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- Maps.** Include legible maps representing the land use 1/2 a mile adjacent to the 1/4 Section of the proposed development for the following:
 - Vicinity map showing the general project location (1:2000 scale) in relationship to the surrounding area and the mileage from the nearest County road.
 - Land Use. Identify existing and proposed land uses.
 - Aerial for the parcel, the adjacent parcels/roads, and the division.
 - Development Constrains. The location of any pipelines or other utility rights of way as well as oil and gas industry sites existing or historical whether or not they have been reclaimed with setback areas indicated.
 - School District (residential only)
 - Emergency Services Districts
 - Soil type and parcel specific on quality of land from assessment file.
 - Topography. Existing and proposed contour increments to show drainage pre and post development.
 - Phasing of development. If portions of the proposed development, are to be occupied prior to the completion of the entire development, include a phasing plan showing the sequence of the phases and the area that each phase encompasses, as well as surface treatment of remaining areas.
- Schematic Plan Drawings.** All drawings shall be fully dimensioned, accurately figured, explicit, and drawn according to the County's GMSS, Section B. **One (1) copy of each drawing set MUST BE submitted to the County in Digital AND printed format.**
 - General Information Requirements for all plan drawings:
 - Project proposal (Application for
 - Municipal Address and Legal Description.
 - Property owner/applicant name(s).
 - Applicant's representative.
 - Date of Plan preparation.
 - North arrow and the scale to which the plan is drawn.
 - Site Plan Drawings showing:
 - The legal lot size. Property lines and property dimensions, shown and labelled.
 - Utility Rights-of-Way, Easements, shown and labeled.
 - Setbacks dimensioned to all property lines, in accordance with the Land Use Bylaw.
 - Location and names of all abutting roads, including rights-of-way boundaries, road centerlines, and width of traveled way.
 - Delineate any and all environmentally sensitive areas, including but not limited to: Important agricultural lands, steep slopes, any cultural/archeological findings located on site (per LUB Section 6.11), and any biological resources identified and mapped in your Biological Inventory, i.e. streams, wetlands, riparian areas, areas containing special status species, or similar.
 - Roads & Access Plan Drawings showing:
 - Indicate surfacing type and grades.
 - Show radius of all curves on existing and proposed roads. Fire lanes are at least 6 m wide with a minimum 12 m centre line radius. (See County GMSS)
 - Provide a typical cross section of proposed roads, showing any improvements proposed in the road right of way.
 - Show all other road improvements (sidewalks, gutters, ditches, cross walks, etc.).
 - Provide either two access roads to an existing road way or a 4-lane access, if physical barriers exist that prevent the use of two access points.
 - An access road provision to at least one adjacent parcel.
 - Any Alberta Transportation requirements (include a copy of correspondence).
 - RESIDENTIAL ONLY. Widening of a road to allow for Safe School Bus pickup location/s determined by the number of parcels and design.
 - Proposed road surfacing as per County GMSS.
 - All existing and proposed approaches, as per PD 002 and County GMSS.
 - Site Servicing Plan Drawings showing:
 - Location of all proposed and/or existing shallow and deep utilities (e. g. Water, sanitary, sewer, stormwater, gas, electrical, cable, telephone; either underground or overhead as per County GMSS).
 - The proposed water supply and method of sewage disposal.
 - Location of all catch basins, utility poles, hydrants (fire ponds), on or adjacent to site.
 - Location of garbage collection facilities and loading areas. Provide elevation drawing of garbage collection facilities, indicating material, colors, and dimensions. The applicant should also indicate if private or Waste Commission collection will provide the service.

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- Drainage & Sewage Plan Drawings showing:
 - Topography with sufficient detail for proper study of building site, drainage, sewage disposal, and road improvements.
 - Location of and size of existing culverts on and abutting the property.
 - Proposed direction of surface drainage with arrows.
 - Any drainage channels through or adjacent to the property.
 - Outlet controls
 - Location of sewage disposal systems, wells, and their required setbacks.
 - Private treatment sewage systems for Waste water; as outlined by County of Vermilion River policy.
- Storm Water Management Plan Drawings showing:
 - The overall watershed and the development in relation to it.
 - Location and details of sanitary and Storm water pre-treatment devices as required.
 - Description of all natural storage and drainage, including bodies of water (wetlands) that may be subject to provincial ownership or jurisdiction, and which may or may not be impacted by a proposed development.
 - Site Stormwater storage areas including:
 - Extent of ponding area,
 - Depth of ponding,
 - Volume of ponding,
 - Outlet controls
 - Elevation of top of ponding for the 1:100 year critical event. Areas greater than 0.80 ha may require on-site detention that accommodates 1:100 year critical events.
- Grading Plan Drawings showing:
 - Existing and proposed geodetic grades, contours and any special topographical features or site conditions (e. g., Escarpments, break-of-slope, and any unstable areas.)
 - Site drainage calculations including:
 - Allowable release rate
 - Drainage areas and associated runoff coefficients
 - Storage requirements, (The County requests the use of the Modified Rational Method as outlined in the GMSS.)
 - Runoff control structure release calculations
- Landscape Plan Drawings showing:
 - In addition to LUB Section 6.10 regulations, indicate total area devoted to:
 - Interior parking lot landscaping.
 - Area devoted to buffer-yard landscaping.
 - Area required for street buffer-yard landscaping.
 - Designate the type of perimeter landscape curb or border. Include curb details to separate landscaping
 - Location of Buffers or shelterbelts.
 - Development within environmentally sensitive areas shall include the following information:
 - Trees, shrubs and significant vegetation; indicated what is to be added, removed and retained. All species must be drought resistant. Any and/or all screening or buffers shall be mature vegetation. A minimum age of species may be required.
 - Phase I Environmental Site Assessment Report. Summarized results and a copy of the whole report submitted for the file. Including a Biological Inventory.
 - Surface treatment for all areas; including parking, sidewalks, and soft landscaped areas (e. g., grass, shrubs, mulch). Indicate type of surfacing and direction of surface runoff. Indicate method of irrigation and maintenance plan for all soft landscaped areas.
 - Location of loading docks and service points.
 - Location of visitor, loading, and recreational vehicle parking, indicating how they will be marked.
 - Layout of existing and proposed location of parking areas and their capacity, including:
 - Dimensioned depth, width, angle, and number of parking stalls (as per County GMSS and LUB 6.13).
 - All off-street parking, driveway access points, the internal circulation pattern, and maneuvering areas, Land Use Bylaw regulations.
 - Handicapped accessible stalls, access ramps, drop curbs for wheelchair accessibility, indicating how they will be marked.
 - Existing and proposed pedestrian walkways, and if required, pedestrian loading areas. Delineate pedestrian trails, sidewalks, or other pathways that link the site to adjacent properties and that provide clear pedestrian access from parking areas (see LUB for district specific regulations).

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- Existing and proposed exterior lighting for site and buildings, including light standards.
- Location and height of all existing and proposed freestanding signs, fencing, and retaining walls; dimensioned in metric units from geodetic grade.
- Adjacent Areas.** Identify impact of the proposed development on the adjacent and surrounding area, and infrastructure (e. g., parking density, landscaping, loading, stormwater). Take into consideration as well the impacts from adjacent development on the proposed site.
 - If proposed development is to be phased (e. g., Portions are to be occupied prior to the completion of the entire development):
 - Include a phasing plan showing the sequence of the phases and the area that each phase encompasses, as well as surface treatment or remaining areas.
 - Projected timing / sequencing of development.
 - Potential off-site and/or downstream impacts.
 - Any unique challenges or approaches anticipated or proposed.
- Reserves** (See LUB 6.20; MGA, Sections 661-670) shall consider addressing the following:
 - Provide environmental Reserve along any main water channel (even if it is dry for most of the year), or otherwise sensitive area.
 - Public Utility Lot for Waste Management Site (for residential development only / with screening) or access to a storm water management area.
 - Municipal Reserve for an allocated green area, if needed, around an Environmental Reserve if cash-in-lieu or a combination of land and cash-in-lieu is not going to be required.
- Building Drawings.** Must include *Site* and *Floor* plans showing: size of building, number of floors, number of rooms, *Elevations* indicating building height, and *Cross-section* .
 - Location of all existing, proposed, and to be removed, structures on the property; show their setbacks from property lines and label their use.
 - Size (gross square footage by floor).
- Approach application.** Submit for new approach/access or upgrade to County Standards of existing approaches/access.
- Manufactured Building Form.** Must be fully completed and signed by applicant and registered owner(s).
- Building Addition Form.** Must be fully completed and signed by applicant and registered owner(s).
- Alberta Transportation Approval.** Copy of approved permit.
- Alberta Environment and Parks Approval.** Copy of approved permit.
- Certified Geotechnical Report.** Stamped and signed by a qualified professional registered in the Province of Alberta.
- Business Registration.** Must be fully completed and signed by applicant and registered owner(s).
- Variance Request Form.** Must be fully completed and signed by applicant and registered owner(s).
- Development Agreement.** Copy of receipt of development fees.
- Public Consultation.** Provide details of the proposed community consultation, including the pre-application consultation with potentially affected landowners.
- Other:**

I / We, the Applicant and/or registered owner/s understand that failure to provide complete and accurate information to satisfy all the required items for my application may deem my application incomplete and may result in project processing delays.

Applicant Signature

Registered Owner Signature

Registered Owner Signature

Print Name

Print Name

Print Name