



**TOWN OF SUNDRE**  
**Planning & Development Department**

**DEVELOPMENT PERMIT APPLICATION COMPLETION CHECKLIST**

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The following information must be included with your application. Without it, your application will be considered incomplete and will not be processed until all required information has been supplied.

- APPLICATION FEE**  
*You are encouraged to contact Planning and Development Staff to determine the proper fee required for your application.*
- COPY OF THE CERTIFICATE OF TITLE**  
*A copy of the title may be obtained from any provincial registry office. The title must be current (searched within 30 days of the date of application submission).*
- CURRENT PHOTOGRAPH(S) OF SITE**  
Include a current photograph of the site.
- SITE PLAN**  
*The number of copies required depends upon the complexity of the proposal. Staff will advise as to the number of copies for circulation purposes.*
- BUILDING PLAN (ELEVATIONS AND FLOOR PLAN)**  
*The number of copies required depends upon the complexity of the proposal. Staff will advise as to the number of copies for circulation purposes.*
- APPLICATION FORM**  
*The form is to be completed in full and signed by the registered owner(s) of the land and/or the person authorized to act on his/her/their behalf.*
- LETTER OF AUTHORIZATION**  
*A letter of authorization signed by the registered owner(s) of the land when an agent has been authorized to act on his/her/their behalf.*
- SUPPORTING INFORMATION**  
*Additional information, at your cost, that **may** be required to support the application includes but is not limited to landscaping plan, lighting plan, fire safety plan, environmental studies, geotechnical studies, slope analysis, traffic impact study, visual impact study, construction management plan, drainage and stormwater management plan, preliminary drainage and site servicing plan, and groundwater hydrology study.*