



DEVELOPMENT PERMIT APPLICATION CHECKLIST



LOWER KANANASKIS LAKE CABINS - ROOF REPLACEMENT ONLY

The following information shall be included with your application. Only applications that are complete will be accepted. Incomplete applications will not be considered, and will not be processed until all required information has been supplied. Applications and materials submitted must be clear, legible and precise, and assembled in the order identified below. Plans submitted shall be to a professional drafting standard. These requirements will ensure that your application is processed in an efficient manner.

PROJECT NAME: Roof Replacement - Address:

APPLICATION #:

Completed by Applicant	Office Use Only	
<input type="checkbox"/>	<input type="checkbox"/>	<p>APPLICATION SUBMISSION REQUIREMENTS</p> <p>LAND MANAGER APPROVAL LETTER</p> <p>Required to be signed by Government Ministry which manages the parcel of land upon which the development is occurring.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>DEVELOPMENT APPLICATION FORM(S)</p> <p>The form is to be completed in full and signed by the disposition holder(s).</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>APPLICATION FEE</p> <p>A Development Permit Fee of \$75.00 (non-refundable), plus \$6.50 for every \$1,000.00 of construction value* of the development to a maximum fee of \$20,000.00, is made payable to Kananaskis Improvement District in the form of a cheque or money order.</p> <p>Cheque must be delivered to KID Administrator at the Kananaskis Emergency Services Centre. A photocopy of the cheque, including the date it was delivered must be included in the application package. Permits will not be issued until the Administrator confirms receipt of cheque.</p> <p>*Estimated value of work includes materials, labour, contractors' fees, architectural & engineers' fees. Excluding cost of land or disposition fees.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>DESIGNATION LETTER FOR PROJECT MANAGER (if required)</p> <p>Required when a disposition holder has a project manager who is acting on their behalf.</p>
		<p>ATTACHED INFORMATION AS REQUIRED BY LAND USE ORDER:</p> <p>If required by the Development Authority, all plans and specifications for Development shall be prepared by a qualified, registered Alberta architect, landscape architect, engineer or Alberta Community Planner.</p> <p>Two copies of all plans, specifications and narratives shall be submitted as part of the application and the Development Authority may require that the Applicant provide additional copies. All plans and specifications shall be no larger than 11x17 inches, unless otherwise requested. All developments must adhere to ALL codes and ALL applicable legislation, including municipal, provincial and federal.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>detailed narrative including the following:</p> <p>detailed construction plan including, without limitation, estimated timelines, plans for phasing construction and location where materials or soil will be stockpiled</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>the estimated commencement and completion dates</p> <p>include detailed construction windows</p>

plans showing:

label and description of exterior finishing materials including colour (roofing, siding, etc.)

a copy of the legislative authority under which the application is made

certified copy of title to the site (lease) or the Disposition, including the Disposition number

photographic prints showing the site in its existing state

site from front and rear

unique features and aspects of significance to development

photographs must be pasted into a word document with a label, date and identification for each print

data to show:

how the design, materials and finish of the principal facades of the proposed Development will comply with the LUO and relate to the natural landscape, any neighbouring Buildings, and the FireSmart Guidelines

any other information requested by the Development Authority to determine the potential impact of the proposed development on the environment, activities and Developments in close proximity to the proposed Development.

information ensuring standards as laid out in Appendix A of KID LUO are incorporated:

FireSmart Requirements

ALL DEVELOPMENTS REQUIRE INSPECTIONS AFTER A DEVELOPMENT PERMIT HAS BEEN ISSUED

Building, Electrical, Gas, Plumbing or Private Sewage Permits, please contact:

Superior Safety Codes

403-717-2344

<http://www.superiorsafetycodes.com/>

Fire Inspections and Occupancy Permits, please contact:

Team Lead - Emergency Services

403-591-7755

All businesses operating within the Kananaskis Improvement District are required under the Business License Order to apply for a business license and pay the appropriate fee.

For more information:

<http://kananaskisid.ca/businessreview.php>

Municipal Administrator

403-591-7774

A FINAL REPORT shall be submitted at the completion of the project which includes the following:

a completed copy of the Fee Reconciliation Form and any monies owing