



**RESIDENTIAL DWELLING DEVELOPMENT APPLICATION  
PACKAGE CHECKLIST**

To consider your Development Permit Application to be deemed complete for acceptance and processing by the Town of Calmar, the following mandatory items and any applicable additional items **MUST** be provided.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**Mandatory Items**

**Documents submitted shall be legible and no larger than 11" X 17" page sizes**

- **Application Form** – The application must be completed in full and signed by the registered owner(s) (or a letter of consent submitted) or agent acting on their behalf.
- **Application Fee** – Applicable fees are set by Council for the Town of Calmar. The fees are attached.
- **Certificate of Title** – This will be verified through Alberta Land Titles by the town.
- **Detailed Site Plan** – Refer to the sample site plan following the Development Permit application for requirements for the site plan.
- **Building Elevation Drawings (Blueprints)** – Elevation drawing of the front, rear, and two sides of the building/addition including exterior dimensions and sizes of openings (i.e.: windows, doors, engineered trusses (roof and floor) design and foundation plan.
- **Floor Plans** – Floor plans for all developed floors, including the areas of each floor (i.e.: square footage) and rooms labelled accordingly.

**Additional Items (If Applicable)**

- **Relaxation / variance** – if a variance / relaxation required for the dwelling / structure. Please provide an explanation why the variance / relaxation is necessary: \_\_\_\_\_  
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- **Addition** – Is the proposed development an addition to an existing dwelling / building?

**Additional Notes (if required)**

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