



PERMIT CHECKLIST

Name	
Address	
Development Permit Number	
Project	
Location	

In order that we may facilitate more rapid processing of the permits necessary to your project, please complete the following forms or have them completed by your contractor and submit them to the Village of Clyde office with the applicable fees by:

Application for Development Permit

Site Plan – including measurements noting:

- dimensions of the lot
- location of roadways and lanes
- location and dimensions of all existing structures
- location and dimensions of the proposed development from property lines and to existing structures
- location of services

****TIP**** - If you have a survey or Real Property Report, you can make a copy to use as the basis of your site plan, then draw on the dimensions and location of your development.

Elevation Drawings (front, sides, back) – including measurements

- Must include comprehensive details:
 - Information on the foundation (basement/slab/piles etc)
 - Information on the building (materials, exterior, trusses, shingles)
 - Information on utilities (any electrical, gas or plumbing work)
 - Elevations, Grading and Drainage Plans (if applicable)
- Contractors, Developers or Suppliers may be able to supply these for you.

- ❖ Once your development permit application is complete, please submit the Development Application, Site Plan, one set of drawings and the Development Application Fee to the Village Office.
- ❖ Within 20 days of application being received, the development application will be reviewed for completeness by the Development Officer in accordance with section 683.1(1) of *Municipal Government Act RSA2000, C-M26 (MGA)*, and will provide notice to the applicant of the same under Section 683(5) of the *MGA*.
- ❖ If the application is deemed incomplete, the Development Authority will identify the items which may be required under section 683(7) of the *MGA* and ask that they be provided prior to the application being considered.
- ❖ *If deemed complete*, it will be further reviewed by the Development Authority for compliance in accordance with Village of Clyde Land use Bylaw 2023-12-03 and Part 17 of the *MGA*. Following this review, the Development Authority will provide notification of their decision within 40 days of the application being deemed complete in accordance with Section 683(1) of the *MGA*.
- ❖ **If the Development Authority approves your development:** There is a 21-day period in which appeals may be filed prior to any development taking place.