



DEVELOPMENT APPLICATION INFORMATION PACKAGE

Town of Wembley, 9940-101 Street, Box 89, Wembley, AB, T0H 2C0
W: www.wembley.ca | E: admin@wembley.ca | T: (780) 766-2269 | F: (780) 766-2868

1. Complete and sign the “Application for Development” Form A (attached).

2. Pay Non-Refundable Application Fee:

Residential	\$100
Commercial	\$300
Industrial	\$400
Signs	\$75
Accessory Buildings (in excess of 100 ft ²), Fences and Decks	\$50
Institutional	\$350

Payment may be made by cheque or money order (payable to “Town of Wembley”), at the Town Office by credit card or debit card, or by bank transfer to finance@wembley.ca.

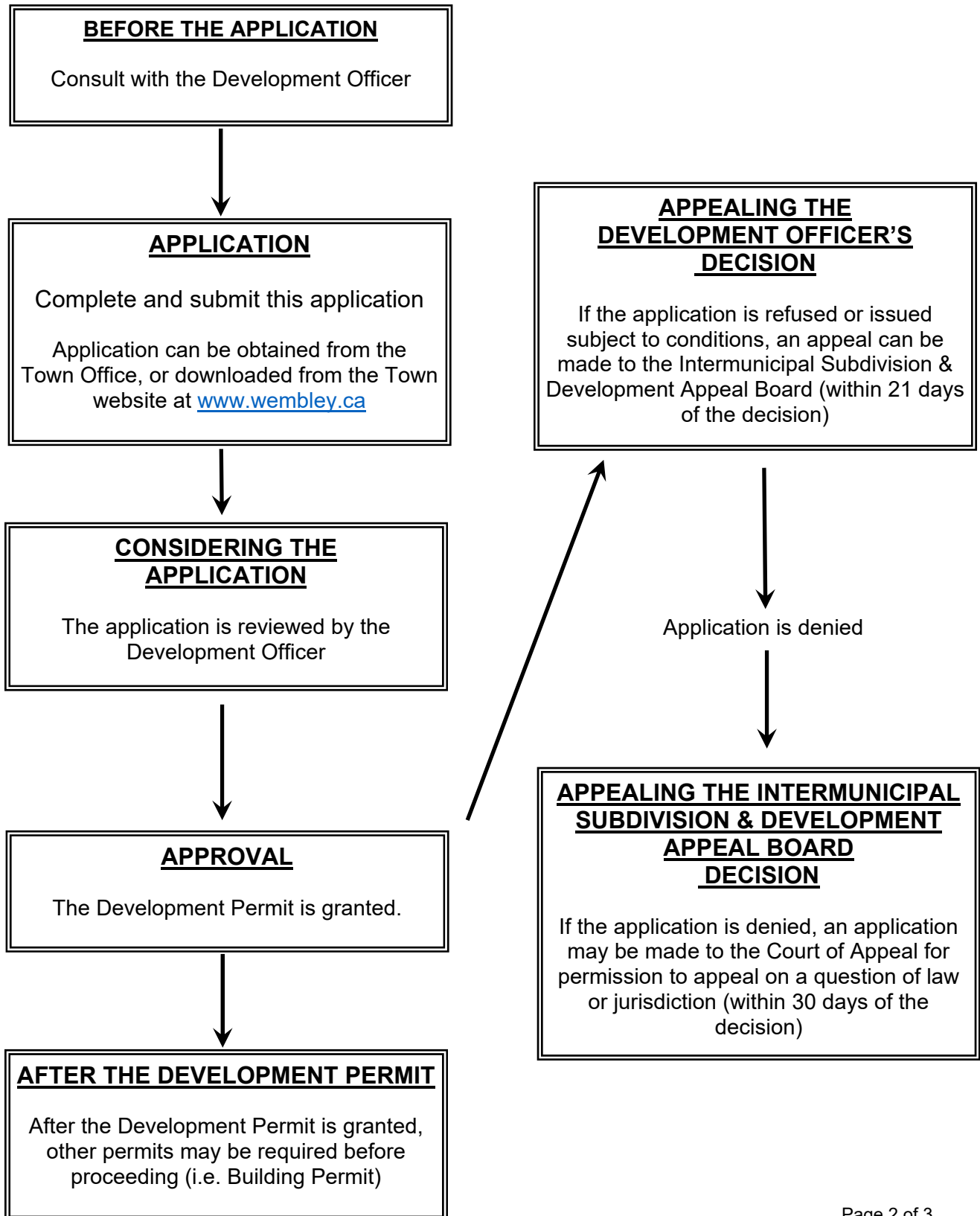
3. Submit building plans and site plans. Refer to the “Buildings and Site Plan” instruction sheet.
4. Provide any other information as deemed necessary by the Development Officer.
5. A Development Permit Application is deemed incomplete until all information requested by the Development Authority has been received.

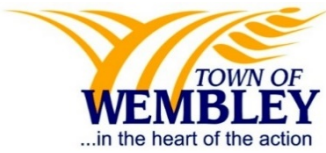
Please mail or bring all the information to the above address, email to admin@wembley.ca, or apply on-line at (link)

Applicants are also required to contact Aquatera Utilities Ltd. at connections@aquatera.ca if connection to water and or wastewater infrastructure is required, or DP&Sub-Circulations@aquatera.ca to find out if any offsite levy charges may apply.

FOR ADDITIONAL INFORMATION PLEASE CONTACT:
Town of Wembley at (780) 766-2269

Development Permit Process





BUILDING AND SITE PLANS FOR DEVELOPMENT PERMITS

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Directions for completing a building plan and site plan for a Development Permit application are shown below. Please use graph paper or provide an engineering drawing (for commercial and industrial) and show as much detail as possible while following the directions given.

1. Please draw a scale diagram for your development area. A convenient scale might be 1 square equals 10 feet or 1 square equals 3 metres. Feel free to use a scale which meets your needs. Please indicate the scale you use at the bottom of the page.
2. Building plans:
 - a. Floor plans;
 - b. Elevations; and
 - c. Exterior finishing materials
3. Site plans:
 - a. Legal description of the site, and municipal address;
 - b. North arrow;
 - c. Dimensions of the site;
 - d. Utilities, site drainage, grade elevations, existing and finished lot grades, the grades of the streets and the location of proposed sewer and water lines;
 - e. The height, dimensions, and relationship to property lines of all existing and proposed buildings and structures including retaining walls, trees, landscaping, other features and location of fencing if deemed necessary by the Development Officer; and
 - f. On applications for multiple family, commercial, industrial, recreational and institutional uses:
 - i. Loading and parking provisions;
 - ii. Access locations to and from the site;
 - iii. Garbage and storage areas and the fencing and screening proposed for the same
 - iv. Location and approximate dimensions of existing and proposed culverts and crossings; and
 - v. Landscaping plan.