



DEVELOPMENT AGREEMENT APPLICATION PACKAGE

The following information must be included with your Development Agreement Application Package in order for your application to be deemed complete for acceptance and processing by Parkland County.

CHECKLIST

- ☐ **Consultation** – Prior to submitting an application, consultation with a Parkland County Planner may be required. Please confirm this requirement with the subdivision or development file manager.
- ☐ **Application Form** – The application must be completed in full and signed by the registered owner(s).
- ☐ **Application Fee** – Applicable fees as set out in Parkland County's Departmental Fees and Charges.
- ☐ **Supporting Documentation** – One (1) digital PDF form must be submitted of the following:
 - ☐ Detailed design drawings signed and sealed by a professional engineer licensed to practice in the Province of Alberta;
 - ☐ The current certified true copies (originals) of all certificate of titles within the development area;
 - ☐ PDF Copy of the Tentative Plan of Survey;
 - ☐ Construction specifications;
 - ☐ Anticipated schedule for construction activities;
 - ☐ Construction cost estimates provided by a qualified contractor;
 - ☐ Itemized list of expected cost recoveries, complete with cost breakdown;
 - ☐ A letter, certified by a Professional Engineer confirming that all information previously submitted as part of the application is still up-to-date and accurate;
 - ☐ All documents, drawings, and other information requested by Parkland County.

Costs listed within the Development Agreement including but not limited to securities and inspections fees shall be paid prior to execution of the Development Agreement.

DEVELOPMENT AGREEMENT APPLICATION FEES

Commercial/Industrial/Institutional Development Agreement	\$7,650.00
Residential Development Agreement	\$3,060.00
Development Agreement Amendment	\$1,078.00

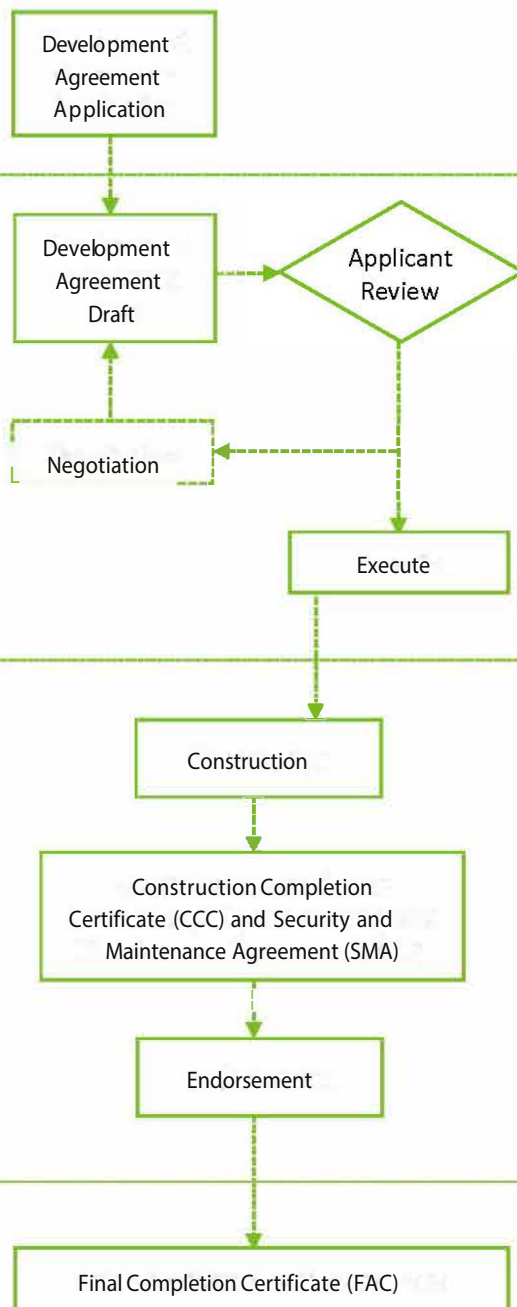
Development Agreement Process

Timing

Process Flow

Procedures

**First Draft
within 30
days**



- A Completed Development Agreement Application with the associated fees must be received following the relevant approvals

- Parkland County will draft a Development Agreement for the applicant to review.
- The Development Agreement shall not be executed until necessary securities have been provided. Construction shall not commence until the detailed design has been approved.

- The consulting engineer must make a written request for CCC along with the submission of final cost estimates for deficiencies. Securities for deficiencies and payment of levies and recoveries must be provided prior to endorsement.

- The consulting engineer must make a written request for FAC following the warranty period (one year from the date of CCC)
- Securities will be released



DEVELOPMENT AGREEMENT APPLICATION FORM

The requirements of a development agreement application are established through consultation with Parkland County Planning and Development Services.

A development agreement application will not be accepted until consultation has been completed.

Party entering into the Agreement:

Mailing Address: _____

City/Town: _____ Postal Code: _____

Ph: _____ Cell: _____

Email: _____

Consultant making the submission:

Mailing Address: _____

City/Town: _____ Postal Code: _____

Ph: _____ Cell: _____

Email: _____

Lot	Block	Plan	Subdivision	
PT ☐ NW ☐ NE ☐ SW ☐ SE ☐	Section	Township	Range	Meridian W4 ☐ W5 ☐

Parkland County Planner(s) involved in pre-consultation: _____

Application Date: _____

Applicant Declaration:

I / We _____ certify that the design has been completed in accordance with Parkland County's Engineering Design Standards and the requirements of all governmental or other public authorities having jurisdiction.

Signature of Applicant

Print Name of Applicant

Signature of Applicant

Print Name of Applicant

The information collected on this document will be used for the purposes allowed under the authority of the Municipal Government Act. The personal information that you provide may be made public subject to the provisions of the *Freedom of Information and Privacy Act*. Questions regarding the collection and use of this information may be directed to the Freedom of Information & Protection of Privacy Coordinator for Parkland County at 780-968-3229.

For Internal Use Only

Acceptance Date: _____

Processing Date: _____