



Agreement Application Package

Applicants must complete the checklist below to accompany a request for an agreement for it to be able to be deemed complete for acceptance and processing by the Town of Stony Plain.

Please check each item included within your package.

CHECKLISTS

Required information for a complete development agreement application:

- ☐ Complete and signed application form
- ☐ Current certificate(s) of title
- ☐ Current corporate registries search
- ☐ Relevant registered caveat(s)
- ☐ Payment of fee

Additional information that may be required based on the nature of the application:

- ☐ Real Property Report prepared by an A.L.S.
- ☐ Lot grading plan
- ☐ Landowner consent if a consultant is making the application on behalf of the landowner
- ☐ Other documents, drawings, and information requested by the Town of Stony Plain pertaining to the agreement

APPLICANT INFORMATION

ADMINISTRATIVE INFORMATION (FOR OFFICE USE ONLY)

NAME:

AGREEMENT #:

PHONE:

APPLICATION FEE: \$2000.00

EMAIL:

DATE PAID:

RECEIPT #:

SIGNATURE:

PAYMENT METHOD:

Contact us: Town of Stony Plain • 4905 51 Avenue • Stony Plain, Alberta T7Z 1Y1 •
Phone: (780) 963-8598 • Email: planning@stonyplain.com • Website: www.stonyplain.com
Updated: September 24, 2026

	AGREEMENT APPLICATION FORM							
	TAX ROLL #1		TAX ROLL #2			AGREEMENT FILE #		
1. AGREEMENT TYPE								
☐ Encroachment ☐ Access Easement ☐ Lease ☐ Other (describe)								
2. ADDRESS OF DOMINANT TENEMENT								
MUNICIPAL ADDRESS:								
Plan	Block	Lot	Quarter Section ☐ NW ☐ NE ☐ SW ☐ SE	Section	Township	Range	Meridian ☐ W4 ☐ W5	
3. ADDRESS OF SERVIENT TENEMENT (Town owned land)								
MUNICIPAL ADDRESS:								
Plan	Block	Lot	Quarter Section ☐ NW ☐ NE ☐ SW ☐ SE	Section	Township	Range	Meridian ☐ W4 ☐ W5	
4. LANDOWNER/PARTY ENTERING INTO THE AGREEMENT								
LEGAL NAME(S):								
ADDRESS:								
CITY:				PROV:		P/C:		
EMAIL:				PHONE:				
NAME OF THE SIGNING AUTHORITY EXECUTING THE AGREEMENT (all signing authorities must be signatories for the landowner, as indicated on the certificate of title or corporate registry documentation):								
I/my company has a Corporate Seal: Yes ☐ No ☐								
5. CONSULTANT/AGENT MAKING THE SUBMISSION								
NAME(S):				COMPANY:				
ADDRESS:								
CITY:				PROV:		P/C:		
EMAIL:				PHONE:				
6. APPLICANT SIGNATURE								
Print Name of Applicant(s): _____ Applicant Signature(s): _____ Application Date: _____								

Additional Information

Application Fees:

2021 DEVELOPMENT AGREEMENT FEES	
Major development agreement	\$5,000.00
Minor development agreement	\$3,000.00
Other agreements (easements, assignments, encroachments, etc.) and amending agreements	\$2,000.00

Definitions:

Dominant Tenement: property that uses an easement over another property.

Easement: an agreement that gives an individual, company or municipality the right to use a landowner's property in some way. It is the legal right to use or enter onto a part of another property without possessing or owning that property.

Encroachment: when a structure or object intrudes onto the property of another without legal right to express permission.

Real Property Report (RPR): A legal document prepared by a registered Alberta Land Surveyor that illustrates the location of significant visible improvements relative to property boundaries.

Servient Tenement: a piece of land that is subject to an easement, which benefits another piece of land.