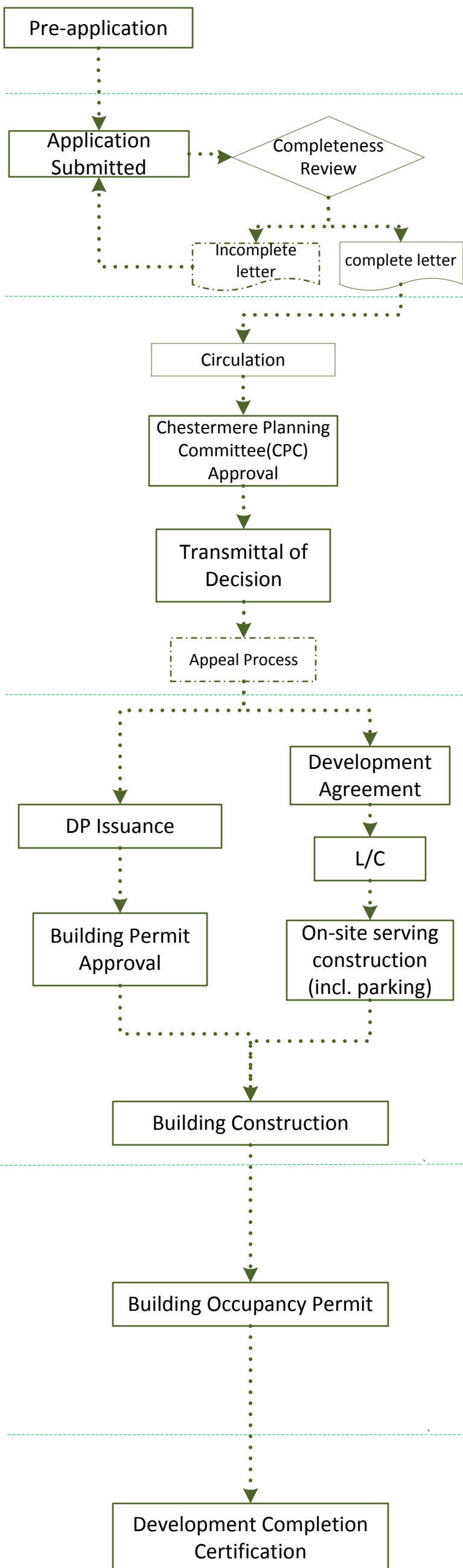


Commercial, Industrial and Institutional DP Process Flow



Timeline Estimation

- If necessary, besides regular pre-application process, Planner may schedule a pre-application meeting between CPC members and the application.
- 2 weeks for completeness review
- 3 weeks for circulation
- Major concern should be addressed to the satisfaction of Planner before Staff processes the application to CPC
- There should be at least 2 weeks between the end of circulation period and CPC meeting for Staff to prepare reports.
- The regular CPC meeting is scheduled on the 2nd Tuesday and 4th Monday of each month.
- Staff report should be provided to the applicant on Thursday before the meeting.
- Appeal period: 14 days plus 5 days for mailing
- 1-2 weeks for DA paperwork preparation
- Prior to the commencement of serving construction:
 - 1) Development Agreement shall be signed;
 - 2) Letter of Credit shall be submitted as per Town's requirement;
- Prior to the commencement of building construction:
 - 1) DP&BP are issued
 - 2) DA should be registered under the title.
- The building shall not be occupied before the occupancy permit is issued
- The following documents should be submitted for acquiring the Occupancy permit:
 - 1) Fire inspection report
 - 2) Calgary Healthy Region letter
 - 3) utilities inspection report
 - 4) building inspection report
- 1st DCC inspection will be scheduled when all the landscaping is complete.
- 2nd inspection will be scheduled 1 year after 1st inspection.
- All inspections should be performed under appropriated weather condition (mid-spring to mid-fall).

Fees & Securities

DP Application fee:

New Development (Permitted Uses or no specific uses proposed): \$950 + \$0.75/m²
 New Development (Discretionary Uses): \$1000 + \$0.75/m²
 Variance: \$400

Application form & Completeness checklist:

A copy of the application form and completeness checklist can be downloaded from www.chestermere.ca

SDAB fee(if applicable): \$200

BP fee: \$8 per \$1000 (cost estimation) plus Safety Council Fee 4% of BP fee

Security for Landscaping:

Section 7.22.9 of the Land Use Bylaw:

The Development Officer shall require, as a condition of Development Permit approval for any proposed multi-attached residential, commercial, public service or industrial development, a guaranteed security from the Owner to ensure that landscaping is provided as per the approved Landscape Plan and maintained in a healthy growing condition through the warranty period:

a) the landscape security shall be in the form of cash or an irrevocable Letter of Credit in the amount of **100%** of the estimated landscaping value;

b) the estimate of the landscape value shall be prepared by a Landscape Architect registered with the Alberta Association of Landscape Architects to the satisfaction of the Development Officer; and

c) the landscape security shall be held by the Town, without interest payable, until the **Development Completion Certificate (DCC)** has been issued. A partial release of the landscape security of up to 50% of the value may be released upon written request by the owner upon completion of the landscaping prior to issuance of the DCC.