

**COMMERCIAL/INDUSTRIAL: CHANGE OF USE (DISCRETIONARY USE)**

**INFORMATION REQUIRED FOR A DEVELOPMENT PERMIT**

Office	Applicant	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	<b>1. CURRENT COPY OF THE CERTIFICATE OF TITLE</b> (No older than 3 months)
<input type="checkbox"/>	<input type="checkbox"/>	<b>2. OWNER AUTHORIZATION</b> (if the applicant is not the Owner)
<input type="checkbox"/>	<input type="checkbox"/>	<b>3. APPLICATION FEE</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>4. SITE PLAN</b> showing: <ul style="list-style-type: none"> <li>• North Arrow</li> <li>• Municipal Address</li> <li>• Legal Description (Lot, Block, Plan)</li> <li>• Location of free standing signs</li> <li>• Location of building or bay on site that use will occupy</li> <li>• Location of parking stalls</li> <li>• Location of overhead doors and loading areas</li> <li>• Location of outdoor storage areas and method of screening</li> <li>• Location of drive thru and turning radii for drive thru (if applicable)</li> <li>• Turning radii for large vehicles (if applicable)</li> <li>• Location of garbage enclosures</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>5. FLOOR PLAN</b> showing: <ul style="list-style-type: none"> <li>• Layout of interior and exterior walls and identifying all rooms (storage, retail space, offices, seating areas, kitchens, staff rooms, stairways, mechanical rooms, etc) on all floors, including mezzanine levels</li> <li>• Dimensions of the building or bay</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>6. DETAILED DESCRIPTION OF THE TYPE OF USE PROPOSED</b> <ul style="list-style-type: none"> <li>• Please submit a detailed explanation of how the building and site will accommodate the Use. Describe what materials will be stored, whether there will be waste, noise, outdoor storage, level of retail (if any), number of staff, number of vehicles and types of vehicles (truck size and length) accessing or being stored at the site (see next page).</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>7. SIGNAGE</b>

The Development Authority may require additional material, such as environmental studies, considered necessary to properly evaluate the proposed development. Normally an application will be complete if the material outlined above is provided.

Personal Information required by City of Medicine Hat application forms is collected under authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your permit may be included on reports that are available to the public as required or allowed by legislation. If you have any questions, please contact the City of Medicine Hat FOIP Head at 403.529.8234.