

SUBMISSION CHECKLIST NEIGHBOURHOOD ENTRANCE FEATURE

- Completed NEF Application form
- Land Title Certificate dated within 6 months days of the date of your application submission
- Authorization Form / Right of Entry Form
- Initial version of MS Word document, AutoCAD files and PDF files of all maps and attachments
- Correct fee

Please submit completed application package to planning@cityofgp.com or to the address above.

REQUIREMENTS FOR ALL APPLICATIONS

- Packages must be complete at the time of submission. Incomplete packages will be returned to the applicant.
- Applications will not be processed until entire fee is received.
- **Applications that have been inactive for a period of six months from the date of application will be deemed expired and the file will be closed. If advertising has not been done, advertising fees will be refunded.**
- Depending on the complexity of the proposed application the applicant may be required, at the discretion of the Planning Department, to hold an open house for the application.
- The applicant has read and agrees to the conditions set out in the City's AutoCAD submission requirements. Detailed requirements may be found at [City of Grande Prairie AutoCAD requirements](#).
- Applications may submitted electronically by emailing all required documents to planning@cityofgp.com and hand delivering or mailing the required fee.
- All current Planning and Development fees can be found at [Bylaw C-1325 Fees and Charges for Planning & Development and Engineering Services](#).
- All Land Use Planning Application Forms and Process are also available [online](#).

All information is being collected under the authority of the City of Grande Prairie Land Use Bylaw and will be used to process the application(s). This information may be used to provide statistical data. This information is protected by the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of information, please contact the City of Grande Prairie FOIP Coordinator at 780-538-0300.

NEIGHBORHOOD ENTRANCE FEATURE(S) ON PUBLIC LANDS

Use of Public Lands Bylaw C-1078 Section 3 and Policy 611

PROPERTY INFORMATION	Name of: Subdivision _____ Outline Plan _____ Area Structure Plan _____ Number of Entrance Features Proposed for Subdivision: _____
SUBDIVISION DEVELOPER INFORMATION (If different than applicant)	Name: _____ Phone: _____ Address: _____ Postal Code: _____ Email: _____
APPLICANT INFORMATION	Name: _____ Email: _____ Address: _____ Phone: _____ <p style="color: red; margin-left: 100px;">PLEASE NOTE: By providing your email address you acknowledge that all correspondence will only be sent VIA email.</p>
PROPOSED LOCATION OF ENTRANCE FEATURE(S)	Municipal Address: _____ Lot: _____ Block: _____ Plan: _____ _____ _____
DECLARATION	I hereby certify that: <input type="checkbox"/> I am the registered owner or am authorized to act on behalf of the registered owner(s); and that all statements contained herein are true; and <input type="checkbox"/> I have read and agree to the terms of Submission Requirements for All Applications . <input type="checkbox"/> I understand applications that have been inactive for a period of six months from the date of application will be deemed expired and the file will be closed. <p style="color: red; margin-left: 20px;">NOTE: By typing your name(s) into the signature boxes below (or by signing a printed version of this application), you agree that all information submitted on this form is true and accurate.</p> _____ Signature of Registered Owner / Agent Date of Application

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Please submit completed application to planning@cityofgp.com or to the address above.

OFFICE USE	Fees: _____ Date Paid: _____ Receipt #: _____ File #: _____ Roll #: _____
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Additional Information

In accordance with the City of Grande Prairie Bylaw C-1078 and Policy 611, only low maintenance entrance features will be permitted on public lands. Neighborhood Entrance Features that, at the City's discretion, constitute high maintenance of include elaborate features must be located completely upon private property, including associated landscaping, lighting or cabling.

Low Maintenance Feature Definition

Low Maintenance Features are those that do not require the re-application of materials or finishes, or frequent maintenance. Examples of features that may be considered as low maintenance include, but are not limited to:

- Natural stone;
- Brick (not faux);
- Concrete;
- Galvanized metal elements that can resist deterioration;
- Trees and shrubs that do not require frequent watering, weeding or annual pruning.
- A list of suitable landscaping can be found in [The City of Grande Prairie Design Manual](#), or by contacting the City Parks Operations Department at (780) 830 5018.

Please note that the above list is not exhaustive. The City of Grande Prairie reserves the right to determine low maintenance materials and landscaping and in the event that a Neighborhood Entrance Feature, including associated landscaping is deemed not to be low maintenance, the City shall return the application and construction will not be permitted on City property. The application fee is non-refundable.

NOTE: By typing your name(s) into the signature boxes below (or by signing a printed version of this application), you agree that all information submitted on this form is true and accurate.

Our File: _____

<h2 style="margin: 0;">Authorization Form</h2>
<p>I/We _____ <small style="margin-left: 150px;">Print name(s) of registered owner(s)</small></p>
<p>Being the registered owners of _____ <small style="margin-left: 150px;">Legal description and / or municipal address of land</small></p>
<p>Do hereby authorize _____ <small style="margin-left: 150px;">Individual or firm making application</small></p>
<p>to submit a Land Use Planning application for of the above described property.</p>
<p>_____ <small style="margin-left: 150px;">Signature(s) of registered owner(s)</small></p>

<h2 style="margin: 0;">Right of Entry</h2>
<p>Right of Entry by an authorized person of the City of Grande Prairie for the purpose of a site inspection of the land relative to the proposed application.</p>
<p>In accordance with the Municipal Government Act of Alberta (Section 542) and the City of Grande Prairie’s Land Use Planning application requirements, the Right of Entry authorization must be completed, signed and returned.</p>
<p>I/We _____ <small style="margin-left: 150px;">Print name(s) of registered owner(s)</small></p>
<p>Being the registered owners of _____ <small style="margin-left: 150px;">Legal description and / or municipal address of land</small></p>
<p>Do hereby authorize representatives of the City of Grande Prairie to enter upon the subject lands for the purpose of site inspection(s) and evaluation regarding the application of the above described property.</p>
<p>_____ <small style="margin-left: 150px;">Signature(s) of registered owner(s)</small></p>

I understand applications that have been inactive for a period of six months from the date of application will be deemed expired and the file will be closed.

Dated this _____ day of _____, 20_____

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