

Submission Checklist

- 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

Submission Information

Complete applications may be submitted electronically to devpermits@cityofgp.com.

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.
- Applications may submitted electronically by emailing all required documents to devpermits@cityofgp.com and hand delivering or mailing the required fee.
- All current Planning and Development fees can be found at [Bylaw C-1395 Fees, Rates and Charges](#).

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 Department at 780-830-5018.

Note: 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 Neighbourhood 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.

Privacy Statement

The personal information collected is authorized under Section 4(c) of the Protection of Privacy Act, SA 2024, c. P-28.5. It is collected to process your request, verify your authority, and provide the requested permit, information, or approval. Your information will only be used for these purposes and protected in accordance with the Act. It will not be disclosed except as authorized by law or with your written consent. If you are requesting for a property, you do not own or occupy, you may be required to provide proof of authority. Personal information is retained and disposed of according to the City's Records Management Bylaw C-1348. If you have any questions about the collection, use, disclosure, or destruction of your personal information, please contact Development Services at 780-538-0325 or devpermits@cityofgp.com.

Section 1: Property Information

Name of Subdivision:

Outline Plan:

Area Structure Plan:

Number of Entrance Features Proposed for Subdivision:

Section 2: Subdivision Developer Information (If different than applicant)

Name:

Address:

Phone:

Email:

Section 3: Applicant Information

Name:

Address:

Phone:

Email:

NOTE: By providing your email address you acknowledge that all correspondence will only be sent VIA email.

Section 4: Proposed Location of Entrance Feature(s)

Municipal Address:

Legal Address:

Lot:

Block:

Plan:

Section 5: Declaration

I hereby certify that:

- 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

- I have read and agree to the terms of Submission Requirements for All Applications.

- 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.

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.

Signature of Registered Owner / Agent:	Date of Application:
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Office Use Only

Fees:	Date Paid:	Receipt #:
File #:	Roll #:	

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.

Authorization Form

I/We _____
Print name(s) of registered owner(s)

Being the registered owners of _____
Legal description and / or municipal address of land

Do hereby authorize _____
Individual or firm making application

to submit a Land Use Planning application for of the above-described property.

Signature(s) of the
registered owner(s):

Right of Entry

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.

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.

I/We _____
Print name(s) of registered owner(s)

Being the registered owners of _____
Legal description and / or municipal address of land

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.

Signature(s) of the
registered owner(s):

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.

Date: