

Pre-Demolition Recording Sheet



Planning and Development
110 Bear Street, P.O. Box 1260, Banff, Alberta T1L 1A1
T 403.762.1215

www.banff.ca

Please complete this form with as much detail as possible. If available, additional information regarding the property may be attached.

1.0 GENERAL

Development Street Address: _____ Unit No.: _____

Legal Description: Lot(s)/Unit: _____ Block: _____ Plan (LTO): _____

Original Use: _____

Current Use: _____

Year Built: _____ Number of Storeys: _____ Scheduled Demolition Date: _____

Architectural Style (ie. Queen Anne, Tudor, Prairie): _____

Information Recorded By: _____

Mailing Address: _____

City/Province: _____ Postal Code: _____ Email: _____

Tel. No.: _____ Cell No.: _____ Fax No.: _____

Recording Date: _____

2.0 PHOTOGRAPHS

Submit at least one photograph for each building elevation (north, south, east, west) in addition to photographs of any special features, architectural details and unique characteristics. Label the photographs (1,2,3...) and show the location from where the photo was taken on a plot plan.

3.0 FOUNDATION / BASEMENT

Foundation

Materials (circle): concrete block poured cement cut stone rubble brick wood other

Special Features: _____

Basement (circle):

none crawl space partial above ground partial below ground full above ground full below ground

4.0 ROOF

Type (gable, hip, mansard, gambrel, etc.):

Pitch (steep, moderate, low, flat):

Materials (shingle, asphalt, tar/gravel, tile, metal, slate):

Dormers (shed, gable, #, location):

Features of interest (cupola, widow walk, ect.):

Trim/eaves:

5.0 WALLS

	North Elevation	South Elevation	East Elevation	West Elevation
Construction materials (frame, etc.)				
Finishing materials				
Colour(s)				
Length				
Height				
Details (features of interest ie. quoins, tudor, parapets, turrets, etc.)				

6.0 DOORS

Location:

Materials:

Styles:

Colour:

Special Features:

7.0 WINDOWS

	North Elevation	South Elevation	East Elevation	West Elevation
Spacing / arrangement				
Type (casement, double hung, single pane, multi-pane)				
Materials				
Shutters				
Special windows (round, ellipse, bay, diamond, transom, skylights)				
Trim detailing				
Colour				

8.0 PORCH / VERANDAH

Porch (partial frontage)

- Open
- Closed

Location:

Design (platform, recessed, etc.):

Materials:

Colour:

Verandah (full frontage)

- Open
- Closed

Location:

Design:

Materials:

Colour:

9.0 ALTERATIONS

Describe any additions or alterations to the building: _____

10.0 LANDSCAPING

Mature Trees:

Gardens:

Walkways:

Retaining Walls:

Fences:

Ponds:

Topography (flat, slope to street, slope to back):

Other:

11.0 ACCESSORY BUILDINGS

Location on site:

Use:

Materials / Colours:

12.0 INTERIOR

Layout:

Materials:

Colours:

Flooring:

Ceiling:

Walls:

Wainscoting:

Development Permit Application



Demolition

Planning and Development
110 Bear Street, P.O. Box 1260, Banff, Alberta T1L 1A1
T.403.762.1215

For office use only

DP# _____

Property File# _____

Development Street Address: _____

Legal Description: Lot(s)/Unit: _____ Block: _____ Plan (LTO): _____

Land Use District: _____

Name of Registered Owner*: _____

Mailing Address: _____

City/Province: _____ Postal Code: _____ Email: _____

Tel. No.: _____ Cell No.: _____ Fax No.: _____

***A copy of the Title is required to be submitted with the Development Permit application.**

Name of Applicant/Agent: _____

*Town staff will contact you upon receipt of the application to arrange for the applicable fee(s) to be paid.

Mailing Address: _____

City/Province: _____ Postal Code: _____ Email: _____

Tel. No.: _____ Cell No.: _____ Fax No.: _____

Present use of property: _____

Description of proposed use/development: _____

AUTHORIZATIONS

Authorization of Agent

I/We _____ authorize _____
(name of registered owner) (name of agent/person authorized to sign the application)

to act as agent and sign the application form to the Town of Banff on my/our behalf for the property known as

(civic address of property)

Signature(s) of registered owner(s) Date

Signature of Signing Officer(s) of Corporation Corporate Seal(s), if applicable

Property owner's agreement

As of the date of this application, I am the registered owner of the lands described in the application. I have examined the contents of the application, certify that the information submitted with it is correct insofar as I have knowledge of these facts, and concur with the submission of the application. I acknowledge that the lands described in the application may be subject to applicable laws, regulations, and guidelines including, but not limited to, the Town of Banff Land Use Bylaw, the Banff National Park Management Plan, and the Canadian Environmental Assessment Act. I agree to comply with all provisions of the Town of Banff Land Use Bylaw and any other applicable legislation, if this application is approved. I understand that approval does not constitute a building permit and that drawings submitted for a building permit must match the approved Development Permit drawings.

Signature of property owner Date

Declaration

I, _____, solemnly declare that the statements made by me upon this application are to the best of my belief and knowledge a true and complete representation of the purpose and intent of this application.

Signature of applicant or agent Date

Personal information is being collected under the authority of the *Municipal Government Act* for the purpose of processing this Development Permit application. This information is protected under the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of this information, contact the Manager of Planning and Development at (403) 762-1215, Town of Banff, P.O. Box 1260, Banff AB, T1L 1A1

SUBMITTAL REQUIREMENTS

Site Plans (existing and proposed)

- 1 electronic copy in PDF format
- Scale of 1:200 metric (minimum)
- North arrow and scale
- Size and location of all existing buildings/uses including accessory buildings and structures, garages, and fences
- Site services (sanitary and storm sewer lines, water lines, gas lines, telephone lines, cable, electricity)
- Location of fire hydrants and service connections

Please attach the following to the Development Permit application:

- 8½" x 11" reduced drawings of all submitted plans (1 set)
- Application Fee (see Development Processing Fees)
- Certificate of Title (issued not more than 30 days from the date application is received)
- CEAA Model Class Screening Form (if applicable)
- Pre-Demolition Building Information Recording Sheet (if applicable)

NOTE: **Incomplete applications will not be accepted.**
 More detailed information may be requested during review of the application.

Notification Requirements for Development Permit Applications

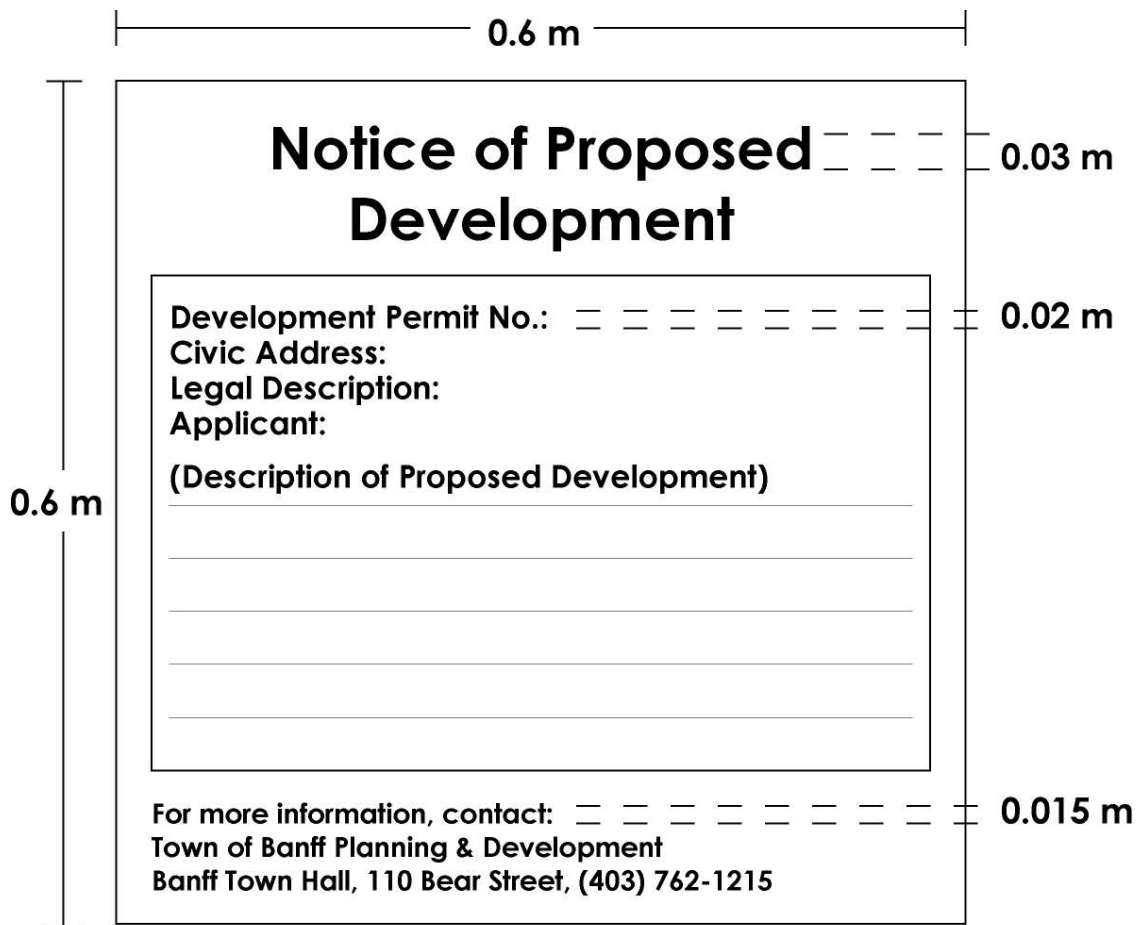


In accordance with the Land Use Bylaw, the applicant of a Development Permit is required to post a notification sign on the site that is the subject of the application. The notification sign shall comply with the following requirements:

1. Notification signs are required for all developments except for signs (unless a variance is requested), tree removal permits, home occupations or any developments deemed by the Development Officer to be minor in nature.
2. The sign shall include a description of the proposal and be posted on the site in a conspicuous place easily visible from an adjacent public roadway to the satisfaction of the Development Officer.
3. The notification sign shall be installed within seven (7) days after submitting a complete development permit application and the applicant shall notify the Development Officer when the sign has been posted.
4. The notification sign shall be posted for a minimum of twenty-one (21) days.
5. The applicant is responsible for preparation, posting and maintenance of the sign as well as removal after the twenty-one (21) day posting period.
6. The notification sign shall contain the information and meet the specifications as set out in the attached diagram to the satisfaction of the Development Officer.

A decision on the development permit application may be withheld until the site has been posted in compliance with the above requirements. If you have any questions about notification requirements for development permit applications, please contact the Town of Banff Planning & Development office at Banff Town Hall, 110 Bear Street or by phone (403) 762-1215.

Sign Specifications for Posting Properties



Specifications:

Black lettering on a white background.

Sign material to be plywood or corrugated plastic.

Sign size may be reduced to 8.5 inches x 11.0 inches at the discretion of the Development Officer.