

**CITY OF LACOMBE DEVELOPMENT AGREEMENT APPLICANT’S CHECKLIST**

The following items are required to be submitted to the City of Lacombe Planning Department to draft a development agreement. These items accompany engineering plans, which must be approved by the City of Lacombe prior to the signing of a development agreement.

Required Information		Submitted
1.	<b>Certificate of Title</b> - Legal description of developers lands	<input type="checkbox"/>
2.	<b>Site Plan</b> Including: - North Arrow - Scale of Plan - Address and legal description of property - Property Boundaries - Easements and Rights of Way - Outline of all building and/or structures on site - Layout of road network - Adjoining streets, avenues and lanes, all shown and labelled	<input type="checkbox"/>
3.	<b>Development Costs</b> Including (if applicable): - Off Site Levy Payment - Administration Fee (\$300) - Area Improvement Costs - Payment in Lieu of Municipal Reserve Dedication - Enhanced Subdivision Amenities Maintenance Fees - Other Charges	<input type="checkbox"/>
4.	<b>Proposed Construction Schedule</b> - Preliminary schedule for the construction of all Municipal Improvements associated with the development - All changes to the schedule must be approved by the City Engineer	<input type="checkbox"/>
5.	<b>Summary of Construction Costs</b> - the summary of construction costs (to determine required security)	<input type="checkbox"/>
6.	<b>Security Amounts</b> - 35% of Cost Estimate for hard surfacing - 100% of Landscaping Cost Estimate	<input type="checkbox"/>
7.	<b>Irrevocable Letter of Credit (Securities)</b> - <b>To the amount determined by the City</b> - Payment required at time of execution of the agreement - The letter of credit shall be effective for a period of one year and shall be renewed on a yearly basis - Development Agreement identifies schedule of refunds	<input type="checkbox"/>
8.	<b>Certificate of Insurance</b> - for the term of the development agreement and until the date of issuance of the last Final Acceptance Certificate - developer shall provide a signed original insurance certificate to the approval of the City of Lacombe	<input type="checkbox"/>

	- be in a minimum amount of not less than \$2,000,000 per occurrence	
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**Please Note:**

As an applicant, you are encouraged to contact the Planning Department ([planner@lacombe.ca](mailto:planner@lacombe.ca)) when you submit your engineering plans to begin the process of drafting a development agreement. The process will not begin until a request is received by the applicant.

The drafting of a development agreement can be completed within two weeks of application, providing that all the items listed below are provided and complete.

Three copies will be signed and sealed by the parties involved, and one copy will be registered on title of the lands to be developed. One copy will be provided to the applicant.

Once the development agreement has been signed by all parties, and payments received, the City will process the third reading of the rezoning application. You will be informed of the date that the third reading is to go to Council.