



Landscaping Completion Certificate (LCC)

Application Form

Property Information	
Municipal Address (if applicable)	
Legal Description (all/parts of)	
Lot	
Block	
Registered Plan	

Development Information	
Landscaping Completion Date	

Authorization & Consent	
<input type="checkbox"/>	Landscaping Completion As of the date noted above, I confirm that the landscaping requirements have been completed per the Development Permit and Development Agreement conditions.
<input type="checkbox"/>	Landscaping Maintenance Period I confirm that all landscaping is in healthy condition and has been maintained for at least one (1) growing season.
<input type="checkbox"/>	Use of Information I hereby consent to the use of information included in this application for promotional purposes, news, research and/or educational purposes.
<input type="checkbox"/>	Right of Entry I authorize Planning Department staff to access my property for the purposes of evaluating this application.

Declarations	
Name of Applicant:	
x	_____
Signature of Applicant:	
x	_____
Date:	_____

Application Info (for office use only)	
DP #	
Fees \$	
Receipt #	
Approved By	<input type="checkbox"/> CISG / <input type="checkbox"/> DO / <input type="checkbox"/> SDAB
	Permit Issuance
	Permit Expiry
	Date

Applicant (development representative/construction site supervisor)	
Name	
Business Name	
Mailing Address	
City	
Province	
Postal Code	
Phone	
Email (required)	

Registered Landowner (if not the applicant)	
Name	
Business Name	
Mailing Address	
City	
Province	
Postal Code	
Phone	
Email (required)	

NOTE: One additional inspection may be provided at no cost; however, a third and all subsequent inspections are subject to a \$500 re-inspection fee per inspection.

NOTE: A request for a LCC Inspection must be submitted no later than September 30 of each calendar year. The timing and scheduling of the LCC Inspection are subject to weather, ground, and seasonal conditions.

The information on this form is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act and the Land Use Bylaw. It is used solely for Planning, Engineering, Economic Development, and Assessment/Taxation purposes. Questions on collecting this information can be directed to the Team Leader, Planning & Development Department at 400 Main Street SE, Airdrie, Alberta, T4B 3C3, telephone 403-948-8832.

See reverse for application requirements

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Minimum Application Requirements

Item	Format Requirements
<input type="checkbox"/> Application Fee	See the current Planning Fee Schedule
<input type="checkbox"/> Authorization Letter	An original letter of authorization from the registered landowner. (if the applicant is not the landowner)
<input type="checkbox"/> Certificate of Title(s)	One copy of the property Certificate of Title dated no later than 30 days from the date of the application. For a copy of the Certificate of Title(s), visit the land titles website at www.spin.gov.ab.ca or visit a local registry office.
<input type="checkbox"/> DCC Inspection Checklist	Completed landscaping inspection checklist.
<input type="checkbox"/> Final Site Plan	8.5" x 11" or 11" x 17" sized scaled set showing (dimensions in metric): <ul style="list-style-type: none"> • Location of all buildings and structures on site and their setbacks in relation to property lines. • Location of all accesses. • Hard-surfaced areas.
<input type="checkbox"/> Final Landscaping Plan	8.5" x 11" or 11" x 17" sized scaled set showing (dimensions in metric): <ul style="list-style-type: none"> • Landscaped areas. • Location of all trees, shrubs, and planting beds.
<input type="checkbox"/> Landscaping Contractor(s) Contact Information	Name of landscaping contractor(s) used and their contact information.

The above list is a generalized list of requirements. The Development Authority may require additional information (see Land Use Bylaw No. B-01/2016).

Development Completion Certificate Checklist

Landscaping Items

City of Airdrie

Planning & Development

The following checklist is provided as a guide and is intended to be used by applicants, developers, and contractors to ensure their development is complete. All items on this list may not apply to every development, nor is the list exhaustive. Each Development Permit may have unique requirements and specific conditions of approval.

It is the applicant's, developer's, and/or contractor's responsibility to ensure all *landscaping-related* items have been completed per Development Permit conditions, approved plans, and Development Agreement requirements.

GRASS & SOD	
✓	Item
	Topsoil / Sod (Boulevard Areas)
	Topsoil/Sod (Internal Areas)
	Curb Separating Landscaped Areas
	Other Requirements
PLANTING REQUIREMENTS (TREES)	
✓	Item
	Tree Locations
	Number of Trees
	Tree Sizes
	Tree Type and Species
	Tree Condition
	Other Requirements
PLANTING REQUIREMENTS (SHRUBS)	
✓	Item
	Shrub Locations
	Number of Shrubs
	Shrub Sizes
	Shrub Type and Species
	Shrub Condition
	Other Requirements
PERENNIAL FLOWERS	
✓	Item
	Flower Locations
	Number of Flowers
	Flower Type and Species
	Flower Condition
	Other Requirements
TREE, SHRUB, & FLOWER BEDS	
✓	Item
	Weed Reduction Materials

	Wind Reduction Materials
	Other Requirements
PATHS & WALKWAYS	
✓	Item
	Locations
	Width and Edging
	Materials
	Other Requirements
AMENITY AREAS & OTHER FEATURES	
✓	Item
	Ponds (number/location)
	Benches (number/location)
	Lighting (number/location)
	Other Accessory Structures (number/location)
	Other Requirements