

## *Development Permit Application Form*

*This is not a Building Permit Application Form*

**NO WORK OR CONSTRUCTION SHALL COMMENCE UNTIL A BUILDING PERMIT IS ISSUED PURSUANT TO APPLICABLE REGULATIONS.**

(office use only)

Development Permit File No.:				Date Application Received:			
Tax Roll No.:		Development Permit Fee:		Date Fee Received:			
Date Application Deemed Complete:				Date of Decision:			
Building Permit Required?	<input type="radio"/> Yes <input type="radio"/> No	Variance Application Required?	<input type="radio"/> Yes <input type="radio"/> No	Variance Application Received?	<input type="radio"/> Yes <input type="radio"/> No	Decision?	<input type="radio"/> Approved <input type="radio"/> Refused
This project is:							
<input type="radio"/> New construction <input type="radio"/> Residential <input type="radio"/> Commercial <input type="radio"/> Industrial <input type="radio"/> Other		<input type="radio"/> Addition to existing building <input type="radio"/> Demolition only <input type="radio"/> Change of use <input type="radio"/> Revisions to an approved DP		Does an Off-site Levy apply?	<input type="radio"/> Yes <input type="radio"/> No	If yes, Bylaw No. _____ Levy amount(s):	
Zoning:		IDP (if any):		Overlay (if any):			
Proposed Use(s) (as listed in the land use bylaw):							
<input type="radio"/> Permitted Use				<input type="radio"/> Discretionary Use			

*This application is to be completed in full by the registered owner of the land or by an authorized person acting on behalf of the owner. Please meet with the Planning and Development Department prior to submitting your application.*

### ***STATEMENT OF INTENT***

I/We, \_\_\_\_\_ hereby make application to develop:

**Fee information** *This fee information is provided for convenience only and is subject to change. Please consult the Town's Fee Schedule for up-to-date fees.*

Base fee	Permit Type	Base fee	Permit Type
\$50.00	Accessory Structure; Sign; Home Occupation; Special Event	\$150.00	Extension of a Commercial, Industrial or Community building; Discretionary use surcharge*
\$100.00	Dwellings, up to Apartments with 3 units; Change of Use	\$250.00	Relocated buildings, Apartment (more than 4 units); New Commercial, Industrial or Community building
<b>Surcharge fee:</b>	There is a \$150.00 surcharge for any application that is a discretionary use in the land use bylaw. The application fee is doubled for any application that is submitted after the development has occurred.		

**APPLICANT INFORMATION**

1)	Applicant:		Company:
	Email Address:		Telephone:
	Mailing Address:		Alternate Telephone:
	Town:	Prov.:	Postal Code:
2)	Registered Owner: (if applicant is other than owner)		Company:
	Email Address:		Telephone:
	Mailing Address:		Alternate Telephone:
	Town:	Prov.:	Postal Code:

**PROJECT INFORMATION**

3)	Civic Address or General Location of Project Land:	
	Legal Description: Lot/Block/Plan or Quarter/Section/Twp/Range	Certificate of Title:
4)	Detail the proposed use(s) of the building/site:	
	Detail all proposed new buildings or structures on site:	
	Existing Total Site Area:	Existing Total Floor Area:
	Proposed Total Site Area:	Proposed Total Floor Area:
	Estimated Project Commencement Date:	Estimated Project Completion Date:

**RIGHT OF ENTRY**

5)	I/We, _____ give consent to allow a person(s) designated by the Town the right to enter and inspect the above land and/or building(s) with respect to this application only.	
	Signature:	Date:

***ABANDONED WELL DECLARATION***

Subject to the Alberta Energy Regulator Directive 079 the applicant is required to obtain confirmation of the exact location of any abandoned well and required setbacks from well from the Well Licensee. Please confirm the exact location of any abandoned well and required setbacks from well.

6)	Abandoned well is:	<input type="radio"/> Present <input type="radio"/> Absent	Signature of Applicant:		Date:
	<i>If an abandoned well is present, please complete the declaration.</i>  I/We, _____ have reviewed information provided by the Energy Resources Conservation Board (“ERCB”) as set out in ERCB Directive 079, Surface Development in Proximity to Abandoned Wells, and can advise that the licensee(s) responsible for all abandoned wells within the site of proposed development has been contacted in order to have the Abandoned Well Locating and Testing Protocol completed in accordance with ERCB Directive 079. To prevent damage to the well, a temporary identification marker will be placed on abandoned wells prior to construction, according to the confirmed well location(s) on site. The site of proposed development contains the following abandoned well(s):				
	ERCB Well License #	Licensee name	Licensed Surface Location	Contact Personnel Name	Phone number

***CERTIFICATION AND SIGNATURE***

*Registered owner or person acting on their behalf*

I, hereby certify that I *a) am the registered owner or b) am authorized to act on behalf of the registered owner(s)*, and that the information given on the form is complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

8)	Applicant’s Signature:	Date:
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*This information is being collected under authority of sections 33(a) and (c) of the Freedom of Information and Protection of Privacy Act. Your personal information will be used to process your application(s). Please be advised that your name, address, and details related to your permit may be included on reports that are available to the public as required or allowed by legislations. All personal information will be managed in compliance with the provisions of the FOIP Act. Questions about the collection of this information can be directed to the Director of Corporate Services (780) 624-2574.*

***ADDITIONAL APPLICATION REQUIREMENTS***

The Development Permit Application must be complete prior to a decision being made. Below is a generalized list of requirements. The Development Officer may require additional information per Land Use Bylaw No. 1891 depending on the specific nature of the application. Please meet with the Planning and Development Department prior to submitting your application, to review the required information.

The application must include the following:

OFFICE	COMPLETED BY APPLICANT		
○	○ Application fee – Please contact the Town office to confirm the applicable fee. The fee must be paid in full at the time of application.		
○	○ Site Plan/Real Property Report on 8 ½ X 11 – all plans <b>must</b> be to scale – showing:		
	<table border="0"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>○ legal description, address, property line locations</li> <li>○ location of existing and proposed buildings/structures</li> <li>○ building setbacks</li> <li>○ building area</li> <li>○ landscaping being provided including area size and type (berms, soft/hard landscaping, retaining walls, etc.)</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>○ all easements (i.e. utility right-of-ways)</li> <li>○ fencing/gates - type and height</li> <li>○ garbage enclosure, where required</li> <li>○ roads, sidewalks, and pathways abutting property</li> <li>○ lighting - if any</li> <li>○ parking stalls indicating stall width, length &amp; aisle width</li> <li>○ gravelled areas</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>○ legal description, address, property line locations</li> <li>○ location of existing and proposed buildings/structures</li> <li>○ building setbacks</li> <li>○ building area</li> <li>○ landscaping being provided including area size and type (berms, soft/hard landscaping, retaining walls, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>○ all easements (i.e. utility right-of-ways)</li> <li>○ fencing/gates - type and height</li> <li>○ garbage enclosure, where required</li> <li>○ roads, sidewalks, and pathways abutting property</li> <li>○ lighting - if any</li> <li>○ parking stalls indicating stall width, length &amp; aisle width</li> <li>○ gravelled areas</li> </ul>
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○	○ If the building/addition is greater than 47 m <sup>2</sup> (505.9 ft <sup>2</sup> ) a map from the Alberta Energy Regulator (AER) identifying the locations of, or confirming the absence of, any abandoned oil or gas wells on or within 25 m (82 ft) of the site boundary is to be included.		
○	○ Building elevations (north, east, west and south) with dimensions and a description of the exterior finishing materials on 8 ½ X 11 as required by the Development Officer		
○	○ Building floor plan with dimensions on 8 ½ X 11 as required by the Development Officer.		
○	○ Letter of authorization from the registered landowner (if applicant is other than owner).		

PLEASE NOTE THAT THIS IS AN APPLICATION FORM ONLY AND DOES NOT AUTHORIZE THE COMMENCEMENT OF DEVELOPMENT OR USE OF A BUILDING OR LAND. A SEPARATE DECISION NOTICE WILL BE ISSUED ONCE YOUR APPLICATION HAS BEEN PROCESSED. PLEASE ALLOW 40 (FORTY) DAYS FOR THE PROCESSING AND ISSUANCE OF A DECISION ON YOUR APPLICATION.