



APPLICATION FOR DEVELOPMENT PERMIT

FILE # _____

Office Use Only			
File #:	Date Complete:	Fee:	Decision:

DEVELOPMENT PERMIT CHECKLIST

Documents required:	
	Completed Development Application Form (signed by ALL titled landowners)
	Certificate of Title (current within 30 days)
	Letter of Intent (reason for development)
	Fully dimensioned site plan of proposed development showing the following: <ul style="list-style-type: none"> o The legal description of the property o Front, rear, and side yard setback distances from the proposed development to the property lines o Off-street parking and loading provisions o Access and egress locations to the site o Water well location o Type and location of sewage system o Proximity of oil and gas wells to development
	Floor plans and elevations and sections
	If structure is being moved on, photos are required
	Application Fee (as per the Master Rates Bylaw)

- Additional information may be required at the discretion of the Development Authority, such as ground water and soil studies, geotechnical reports, etc.
- Be advised that additional fees will be charged for a variance/relaxation or water modeling in a water service area.

The following personal information is for office use only. It will be removed from the package prior to circulation.

Owner(s)

Address

Phone Number Cell Phone Fax Number

Email Address

Agent Authorized to Act on Behalf of Owner

Address

Phone Number Cell Phone Fax Number

Email Address



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This form is to be completed in full by the registered owner of the land that is the subject of the application or by a person authorized to act on the registered owner’s behalf.

Name of Registered Owner(s): _____

Name of Agent Authorized to Act on Behalf of Owner: _____

1. LEGAL DESCRIPTION & AREA OF LAND TO BE DEVELOPED

Quarter _____ Section _____ TWP _____ RGE _____ W4M

(Lot ___ Block _____ Plan _____) Certificate of Title #: _____

Land Use Bylaw Designation (zoning) _____ Existing Use: _____

Proposed use of structure(s): _____

Rural Address (blue sign): _____ Parcel Size: _____ (Acres/Hectares)

Structure 1: Type: _____ Area/Size: _____ Height: _____

Structure 2: Type: _____ Area/Size: _____ Height: _____

Estimated Cost Structure 1: _____ Estimated Cost Structure 2: _____

If the development involves a MANUFACTURED/MOBILE HOME, please provide the following:

Manufacturer: _____ Model: _____ Year: _____

CSA/CAN#: _____ Serial Number _____ Length: _____ Width: _____

2. SERVICING

Check all that apply

Water & Sewer	Site Access
<input type="checkbox"/> Public Water	<input type="checkbox"/> Provincial
<input type="checkbox"/> Private Well	<input type="checkbox"/> County Paved
<input type="checkbox"/> Public Sewer	<input type="checkbox"/> County Gravel
<input type="checkbox"/> 100 m of County Waterline	<input type="checkbox"/> County Undeveloped
<input type="checkbox"/> Water Modeling Application Submitted	



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3. IS PROPOSED DEVELOPMENT WITHIN:

- Yes No 450 m of an operating or non-operating landfill or hazardous waste facility
- Yes No 300 m from land currently being used for wastewater processing
- Yes No 1.5 km of a sour gas facility
- Yes No 1.6 km of a confined feeding operation
- Yes No 100 m of an oil well or pipeline
- Yes No 800 m of neighboring Municipal boundary
- Yes No 800 m of a creek, river, or watercourse, etc.

4. RIGHT-OF-ENTRY

The characteristics of the land must be considered when development applications are reviewed. A visual inspection of the area proposed for development is necessary to determine these characteristics. **By submitting an application I am allowing right-of-entry for inspection purposes.** I hereby make application and acknowledge all plans and information submitted are, to the best of my knowledge, true and accurate.

I am (we are) the registered owner(s) or the registered owner

I am the agent authorized to act on behalf of

**Original Signatures
Required**

Applicant Signature

Date

Applicant Signature

Date

5. AUTHORIZATION, IF APPLICABLE, TO ACT ON BEHALF OF THE REGISTERED OWNER(S)

I (We) hereby authorize _____ to act on my (our) behalf on matters pertaining to this application for development.

Signature of Owner(s)

Date

The information noted on this application form will be used to evaluate the proposed development. This form and/or the information herein may be circulated to relevant agencies and adjacent landowners for comment and shall thereafter be treated as a public document.



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SITE PLAN OF PROPOSED DEVELOPMENT

Legal Description: _____

Please indicate the following where applicable:

Drawings should be clear and legible. Please use a ruler and scale when possible.

1. Dimensions of the site, including all property lines.
2. All existing and proposed buildings, shelterbelts, wells, septic tanks and fields, watercourses, trees, shrubs and any major structure such as telecommunication towers and the distances between those features and the lot lines, residences, etc.
3. In residential, commercial, industrial, recreational and institutional areas:
 - The front, rear and side yard setbacks.
 - Off-street parking and loading provisions.
 - Access and egress locations for site.
 - Water well location
 - Type and locations of sewage system _____
 - Location of, and proposed screening for: garbage, storage areas, fuel tanks, etc. (If applicable)



Signature of Applicant: _____ Date: _____

An application for a mobile home or moved-in building must be accompanied by photographs of the exterior of the home or building.

SAMPLE
SITE PLAN OF PROPOSED DEVELOPMENT

