



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"> <li>o The legal description of the property</li> <li>o Front, rear, and side yard setback distances from the proposed development to the property lines</li> <li>o Off-street parking and loading provisions</li> <li>o Access and egress locations to the site</li> <li>o Water well location</li> <li>o Type and location of sewage system</li> <li>o Proximity of oil and gas wells to development</li> </ul>
	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

