

**APPLICATION FOR A DEVELOPMENT PERMIT**

APPLICATION NO. \_\_\_\_\_

**APPLICANT:**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

**OWNER OF LAND (if different from applicant):**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

**PROPERTY TO BE DEVELOPED:**

CIVIC ADDRESS: \_\_\_\_\_  
LEGAL FILE #: \_\_\_\_\_  
LEGAL DESCRIPTION: Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_  
Quarter \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ West of \_\_\_\_\_ Meridian  
LAND USE DISTRICT: \_\_\_\_\_ EXISTING LAND USE: \_\_\_\_\_

**DETAILS OF DEVELOPMENT:**

PROPOSED USE: \_\_\_\_\_  
OFF-STREET PARKING SPACES: Number \_\_\_\_\_ (Refer to plan for LOCATION)

**MAIN BUILDING:**

SETBACKS: Front \_\_\_\_\_ Rear \_\_\_\_\_ Side \_\_\_\_\_ Side \_\_\_\_\_  
HEIGHT: \_\_\_\_\_ FLOOR AREA: \_\_\_\_\_ PERCENT OF LOT OCCUPIED: \_\_\_\_\_

**ACCESSORY BUILDING:**

SETBACKS: Front \_\_\_\_\_ Rear \_\_\_\_\_ Side \_\_\_\_\_ Side \_\_\_\_\_  
HEIGHT: \_\_\_\_\_ FLOOR AREA: \_\_\_\_\_ PERCENT OF LOT OCCUPIED: \_\_\_\_\_



PERMIT FEE: \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

PLANS ATTACHED:  Yes  No ESTIMATED VALUE OF CONSTRUCTION (\$): \_\_\_\_\_

ESTIMATED COMMENCEMENT: \_\_\_\_\_ ESTIMATED COMPLETION: \_\_\_\_\_

**IMPORTANT:** I have read and understand the terms noted on the reverse side of this form and hereby apply for permission to carry out the development described above and/or on the attached plans and specifications. I further certify that the owner of the land described above is aware of this application.

Date: \_\_\_\_\_ Signature of APPLICANT: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of REGISTERED OWNER: \_\_\_\_\_

TERMS: See Reverse

**TERMS:**

1. Every application for a permit shall be submitted in duplicate and be accompanied by the following information:
  - (a) a site plan showing the registered legal boundaries, the location of any proposed development and any existing development, and provisions for off-street loading and parking facilities;
  - (b) floor plans and elevations, and cross-sections;
  - (c) a statement indicating the manner in which the applicant intends to conform to the conditions and standards applicable to the development proposed.
2. Every application for a permit shall be accompanied by a non-returnable processing fee as established in the fee schedule of this bylaw.
3. All plans submitted for the erection, enlargement, or alterations of a building, as specified in the Architects Act, shall be signed by a registered architect or professional engineer.
4. Failure to complete the application fully and/or to supply the required information and/or plans may cause delays in the processing of the application.
5. An application for a permit shall, at the option of the applicant, be deemed to be refused when a decision thereon is not made within 40 days after receipt of the application in its complete and final form by the Designated Officer, and the applicant may appeal as provided for in section 686(1) of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, as though he had received a refusal at the end of the 40-day period.
6. The developer is also required to obtain a town-approved building permit, where applicable.
7. All refuse on any construction site shall be properly screened or placed in an approved enclosure until such time as disposal occurs, at the cost of the developer.
8. The person to whom a development permit has been issued shall notify the Designated Officer:
  - (a) following the preliminary layout of the site, but prior to the commencement of actual development thereon, and
  - (b) upon completion of the development.