



APPLICATION FOR DEVELOPMENT PERMIT

I HEREBY MAKE APPLICATION UNDER THE PROVISIONS OF THE LAND USE BYLAW FOR A DEVELOPMENT PERMIT, IN ACCORDANCE WITH THE PLANS AND SUPPORTING INFORMATION SUBMITTED HEREWITH AND WHICH FORM PART OF THIS APPLICATION.

Applicant: _____

Mailing Address: _____

Telephone Number: work: _____ home: _____

Registered Owner: _____

Mailing Address: _____

Legal Description:

Lot: _____ **Block:** _____ **Plan:** _____

Section: _____ **Township:** _____ **Range:** _____ **Meridian:** _____

Development Information:

Existing Use of Property: _____

Proposed Development: _____

Estimated Commencement Date: _____ **Estimated Completion Date:** _____

Estimated Cost of Project: _____

Lot Area: _____

Certificate of Title: _____

Front Yard: _____

Rear Yard : _____

Side Yard: _____

Side Yard : _____

Floor Area: _____

% of Site Coverage: _____

Height of Building(s): _____

Off-street Parking Stalls: _____

I HEREBY GIVE MY CONSENT TO ALLOW ALL AUTHORIZED PERSONS THE RIGHT TO ENTER THE ABOVE LAND AND/OR BUILDINGS, WITH RESPECT TO THIS APPLICATION ONLY.

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act Section 32(c), the Municipal Government Act and Regulations thereto, and the Land Use Bylaw of the County of Barrhead No. 11 for the purpose of processing development applications. For further information you may contact the County Manager at 5306-49 Street Barrhead, Alberta T7N 1N5, Phone: 1-780-674-3331

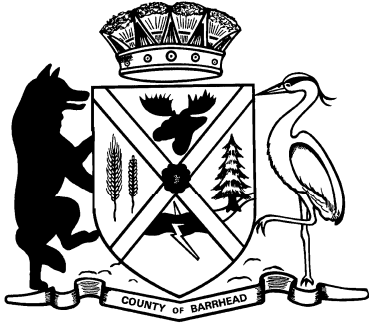
Applicant Signature: _____

Date: _____

Landowner Signature: _____

Date: _____

(Please note that separate Building, Plumbing, Electrical and Gas Permits may be required)



COUNTY OF BARRHEAD NO. 11
DEVELOPMENT PERMIT
PERMIT NO. _____

FORM B

Development involving the following:

(Description)

Legal Description: Lot _____, Block _____, Plan _____ - _____
(quarter section description)

Certificate of Title No.: _____ Parcel Size: _____

Has been **APPROVED**, subject to the following conditions:

- 1.
- 2.
- 3.

You are hereby authorized to proceed with the development specified, provided that any stated conditions are complied with, that the development is in accordance with any approved plans and applications, and that a Building Permit is obtained if construction is involved. **Should an appeal be made against this decision to the Subdivision Development Appeal Board, the development permit will be pending that decision.**

Date of Decision: _____

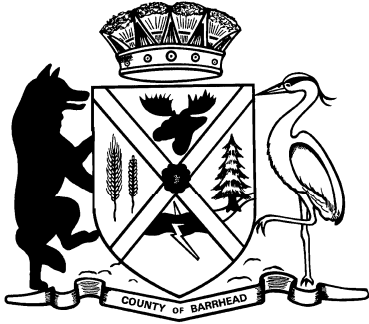
Date of Issue of Development Permit: _____

Effective Date of Permit: _____

Signature of Development Authority: _____

NOTES TO THE APPLICANT/DEVELOPER:

1. The issuance of a Development Permit in accordance with the Notice of Decision is subject to the condition that it does not become effective until fifteen (15) days after the Date of Issue for the Order, Decision or Development Permit.
2. The Land Use Bylaw provides that any person claiming to be affected by a decision of the Development Authority may appeal to the Subdivision and Development Appeal Board by serving written notice of appeal to the Secretary of the Subdivision and Development Appeal Board, within fourteen (14) days after the Notice of Decision is issued, at:
Subdivision and Development Appeal Board
3. A permit issued in accordance with the Notice of Decision is valid for a period of twelve (12) months from the Date of Issue. If, at the expiry of this period, the development has not been commenced or carried out within reasonable diligence, this permit shall be **null and void** unless the Development Authority has granted an extension.



COUNTY OF BARRHEAD NO. 11
NOTICE OF REFUSAL
PERMIT NO. _____

FORM C

Development involving the following:

(Description)

Legal Description: Lot _____, Block _____, Plan _____ - _____
(quarter section description)

Certificate of Title No.: _____ Parcel Size: _____

Has been **REFUSED**, subject to the following reasons:

- 1.
- 2.

Date of Decision: _____

Date of Issue of Refusal: _____

Appeal Deadline: _____

Signature of Development Authority: _____

You are further notified that you may appeal this decision to the Subdivision and Development Appeal Board in accordance with the provisions of Part 3 of this Land Use Bylaw. Such an appeal shall be made by serving written notice stating the grounds of appeal to the Secretary of the Subdivision and Development Appeal Board, within fourteen (14) days after the Notice of Refusal is issued, at:

Subdivision and Development Appeal Board



DEVELOPMENT PERMIT NO.

FORM D

**NOTICE OF
DECISION
OF THE DEVELOPMENT AUTHORITY**

This is to notify you with respect to a decision of the Development Authority whereby a development permit has been issued authorizing the following development:

Has been **APPROVED**.

DATE OF DECISION:

DATE OF ISSUE OF DEVELOPMENT PERMIT:

EFFECTIVE DATE OF PERMIT:

SIGNATURE OF DEVELOPMENT AUTHORITY: _____

The Land Use Bylaw provides that any person claiming to be affected by a decision of the Development Authority may appeal to the Subdivision and Development Appeal Board. Such an appeal shall be made in writing and shall be delivered either personally or by mail so as to reach the Secretary of the Subdivision and Development Appeal Board, within fourteen (14) days after the Notice of Decision is issued, at:

Subdivision and Development Appeal Board
c/ County of Barrhead No. 11
5306-49 Street
Barrhead, AB T7N 1N5
Phone: (780) 674-3331

Each individual appeal is to be accompanied by a fee of \$150.00.



COUNTY OF BARRHEAD NO. 11

REQUEST FOR DEVELOPMENT TIME EXTENSION

FORM E

Development Permit Number: _____

Legal Description: Lot _____ Block _____ Plan _____

OR

Section _____ Township _____ Range _____ Meridian _____

Name of Registered Owner(s)	Name of Applicant
Mailing Address:	Mailing Address:
Postal Code:	Postal Code:
Daytime Telephone Number:	Daytime Telephone Number:

Expiry Date of Development Permit: _____ / _____ / _____
Month Day Year

Extended Time Requested: _____ / _____ / _____
Month Day Year

Reason for extension request (attach additional information if required):

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act Section 32(c), the Municipal Government Act and Regulations thereto, and the Land Use Bylaw of the County of Barrhead No. 11 for the purpose of processing development applications. For further information you may contact the County Manager at 5306-49 Street Barrhead, Alberta T7N 1N5, Phone: 1-780-674-3331

Signature of Applicant/Owner

Date

Forward this form, the supporting documentation and application fee to:

County of Barrhead No. 11
5306 – 49th Street
Barrhead AB T7N 1N5



COUNTY OF BARRHEAD NO. 11

TIME EXTENSION APPROVAL

FORM F

Applicant Name
Mailing Address
City Province Postal Code

Dear Sir or Madam:

RE: Extension to Development Permit No. _____
Legal Description: _____ : *(zoning)* _____
County of Barrhead No. 11

APPROVAL OF TIME EXTENSION TO DEVELOPMENT PERMIT

Your request for a time extension to Development Permit _____, dated _____, in the County of Barrhead No. 11 for *(Description of development)* has been approved by this office. A time extension period of *(length of time for extension)* will be granted to the original permit.

Extension has been **APPROVED** with the following conditions:

- 1) That conditions 1 through __ set out under the original Development Permit No. _____ be met.
- 2) Improvements are to be completed within _____ of the date of the decision for extension.

Should you have questions please contact this office at (780) 674-3331.

Date of Decision for Extension _____

Date of Issue of Development Permit _____

Signature of Development Authority _____
Rick Neumann (on behalf of the Development Authority)
Development Officer, County of Barrhead No. 11



APPLICATION FOR AMENDMENT
TO THE LAND USE BYLAW

For office use only

File number _____

Date of receipt of application as complete _____

Advertising fee submitted _____

Application fee submitted _____

This form is to be completed in full wherever applicable by the **registered owner of the land or by an authorized person** acting on behalf of the owner.

1. Name of registered owner(s) of affected lands: _____ Address, postal code, and telephone number (home and work) _____

2. Authorized person acting on behalf of the registered owner _____ Address, postal code, and telephone number (home and work) _____

3. Legal description and area affected by the proposed amendment:
All/part of the _____ ¼ section _____ township _____ range _____ west of the 4th meridian
Being all/parts of lot _____ block _____ plan _____ C.O.T. No. _____
Area held in current title(s) _____ hectare _____ acres

4. Purpose of application _____

Registered owner of person acting on his 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. I/We hereby give my/our consent to allow Council or a person appointed by it the right to enter the above land with respect to this application only.

Signed _____

Home phone _____ work phone _____

Date _____

Authorization from registered owner(s) of land subject to amendment

Registered owner's signature _____

Collection and use of personal information

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act Section 32(c), the Municipal Government Act and Regulations thereto, and the Land Use Bylaw of the County of Barrhead No. 11 for the purpose of processing development applications. For further information you may contact the County Manager at 5306-49 Street Barrhead, Alberta T7N 1N5, Phone: 1-780-674-3331



APPLICATION FOR AMENDMENT
TO THE LAND USE BYLAW

For office use only

Date of public information meeting _____

Date of first reading _____

Public hearing advertisements _____

Date of public hearing _____

Date of second reading _____

Date of third reading _____

Additional comments _____

- Application form (2 copies)
- Current certificate of Title(s)
- Proposed LUB amendment document (4 copies)
- Public information program
- Fees (application and advertising)

Information required accompanying any Land Use bylaw amendment approval – application

Note: An application for land use bylaw amendment approval can only be made by the registered owner of the land that is the subject of the application or a person authorized to apply on his/her behalf.

An application for land use bylaw/amendment approval will only be accepted by the County when **all** of the following information has been submitted.

1. Application fee
 - a. The application fee must be included in accordance with County Bylaws. (see fee schedule for applicable fees)
2. Application form (1 original)
 - a. Both sides of the application for Land Use bylaw (LUB) amendment approval form must be completed in its entirety.
 - b. The name, address, and telephone number(s) of the registered owner(s) and the authorized person(s) acting on behalf of the registered owner(s) must be printed in the proper areas on the application form. The application must be signed by one of the above mentioned persons. If a person is acting on behalf of the registered owner(s), it is essential that the owner(s) sign the authorization at the back of the application form. Please note that if a company or individual is the owner of the said land under an agreement for sale as indicated by caveat on the back on the certificate of title, please submit a copy of the signed agreement for sale or caveat along with the application. In those instances where making an application on behalf of a developer which has an option on the land, this office also requires a written authorization form from the developer.
3. Current copy of Certificate of Title
 - a. A current copy of the title as it now exists at Land Titles Office can be obtained from any **licenses and registrations office**.



APPLICATION FOR AMENDMENT
TO THE LAND USE BYLAW

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- b. If there are any caveats or easements registered on the title pertaining to the County of Barrhead (i.e. deferred reserve caveats or utility easements) please submit copies of these documents along with the application.
4. Proposed LUB amendment document outlining the following (4 copies)
- a. Purpose of LUB amendment. A clear and concise statement of the development objectives, use, and naming of this bylaw.
 - b. Compliance with the Municipal Development Plan and applicable County policies/standards. A short statement on the plan's compliance with applicable existing statutory plans and County policies/standards.
 - c. Definition of the LUB amendment area and relationship with surrounding lands. A precise delineation of the plan's geographic boundaries, and a concise statement on the plan's relationship and linkages with surrounding lands, such as roads and walkways, school/park sites and accessibility, environmental features, etc.
 - d. Land use, population, and development density policies and plans for all private, semi-public, and public lands, and their location with statistics on percentages of total land area and gross developable area calculations.
 - e. Transportation policies and plans for arterial roads, major and minor collectors, public and school transit routes, pedestrian and bicycle routes, and their locations including, if the development may impact traffic on provincial highways or intersections of municipal roads with provincial highways, a Traffic Impact Assessment.
 - f. Utility servicing policies and plans for major water, sanitary sewer, storm management, electric power, natural gas, and other systems, and their locations.
 - g. Other policies and plans as specified by the County to address any unique circumstances of the LUB amendment area.
 - h. Metric plans and maps at a minimum scale of 1:5000 and the appropriate graphs to support the area structure plan policies, including (where appropriate¹) but not limited to the following:
 - i. A legal composite map showing the amendment area,
 - ii. Other plans and graphs to illustrate clearly the requirements of d-k above for the amendment area, including but not limited to the requirements of iii.-vii. listed below:
 - iii. Proposed land ownership pattern,
 - iv. Proposed land features, water bodies, tree covers, environmental protection, and wildlife areas,
 - v. Proposed land use and densities,
 - vi. Proposed roads, pedestrian/bicycle routes, transit routes, and utilities,
 - vii. Proposed development phasing scheme.

If colours are used please ensure that all map and graphic information is readable in both colour and black and white.

¹ Where this information has already been submitted as part of an Area Structure Plan application only (i) will be required.



APPLICATION FOR AMENDMENT
TO THE LAND USE BYLAW

5. Public information program.

Checklist

- ✓ Appropriate application fee
- ✓ Application form – 1 original
- ✓ Current copy of Certificate(s) of Title
- ✓ Proposed LUB amendment document – 4 copies
- ✓ Completed right-of-entry
- ✓ Public information program



APPLICATION FOR AMENDMENT
TO THE MUNICIPAL DEVELOPMENT PLAN

For office use only

File number _____

Date of receipt of application as complete _____

Advertising fee submitted _____

Application fee submitted _____

This form is to be completed in full wherever applicable by the **registered owner of the land or by an authorized person** acting on behalf of the owner.

1. Name of registered owner(s) of land affected by the proposed amendment _____
_____ Address, postal code, and telephone number (home and work) _____

2. Authorized person acting on behalf of the registered owner _____
_____ Address, postal code, and telephone number (home and work) _____

3. Legal description and area of land affected by the proposed amendment
All/part of the _____ ¼ section _____ township _____ range _____ west of the __meridian
Being all/parts of lot _____ block _____ plan C.O.T. No. _____
Area held in current title(s) _____ hectare _____ acres

4. Purpose of application _____

Registered owner of person acting on his 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. I/We hereby give my/our consent to allow Council or a person appointed by it the right to enter the above land with respect to this application only.

Signed _____

Home phone _____ work phone _____

Date _____

Authorization from registered owner(s) of land subject to amendment

Registered owner's signature _____

Collection and use of personal information

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act Section 32(c), the Municipal Government Act and Regulations thereto, and the Land Use Bylaw of the County of Barrhead No. 11 for the purpose of processing development applications. For further information you may contact the County Manager at 5306-49 Street Barrhead, Alberta T7N 1N5, Phone: 1-780-674-3331



APPLICATION FOR AMENDMENT
TO THE MUNICIPAL DEVELOPMENT PLAN

For office use only

Date of public information meeting _____

Date of first reading _____

Public hearing advertisements _____

Date of public hearing _____

Date of second reading _____

Date of third reading _____

Additional comments _____

- Application form (2 copies)
- Current certificate of Title(s)
- Proposed MDP amendment document (4 copies)
- Public information program
- Fees (application and advertising)

Information required accompanying any Land Use bylaw amendment approval – application

Note: An application for municipal development plan amendment approval can only be made by the registered owner of the land that is the subject of the application or a person authorized to apply on his/her behalf.

An application for municipal development plan/amendment approval will only be accepted by the County when **all** of the following information has been submitted.

1. Application fee
 - a. The application fee must be included in accordance with County Bylaws. (see fee schedule for applicable fees)
2. Application form (1 original)
 - a. Both sides of the application for municipal development plan (MDP) amendment approval form must be completed in its entirety.
 - b. The name, address, and telephone number(s) of the registered owner(s) and the authorized person(s) acting on behalf of the registered owner(s) must be printed in the proper areas on the application form. The application must be signed by one of the above mentioned persons. If a person is acting on behalf of the registered owner(s), it is essential that the owner(s) sign the authorization at the back of the application form. Please note that if a company or individual is the owner of the said land under an agreement for sale as indicated by caveat on the back on the certificate of title, please submit a copy of the signed agreement for sale or caveat along with the application. In those instances where making an application on behalf of a developer which has an option on the land, this office also requires a written authorization form from the developer.
3. Current copy of Certificate of Title
 - a. A current copy of the title as it now exists at Land Titles Office can be obtained from any **licenses and registrations office**.



APPLICATION FOR AMENDMENT
TO THE MUNICIPAL DEVELOPMENT PLAN

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- b. If there are any caveats or easements registered on the title pertaining to the County of Barrhead (i.e. deferred reserve caveats or utility easements) please submit copies of these documents along with the application.
4. Proposed MDP amendment document outlining the following (4 copies)
- a. Purpose of MDP amendment. A clear and concise statement of the development objectives, use, and naming of this bylaw.
 - b. Compliance with any additional statutory planning or master planning documents and applicable County policies/standards. A short statement on the plan's compliance with applicable existing statutory plans and County policies/standards.
 - c. Definition of the MDP amendment area and relationship with surrounding lands. A precise delineation of the plan's geographic boundaries, and a concise statement on the plan's relationship and linkages with surrounding lands, such as roads and walkways, school/park sites and accessibility, environmental features, etc.
 - d. Land use, population, and development density projections, policies and plans for all private, semi-public, and public lands, and their location with statistics on percentages of total land area and gross developable area calculations.
 - e. Transportation policies and plans for arterial roads, major and minor collectors, public and school transit routes, pedestrian and bicycle routes, and their locations including, if the development may impact traffic on provincial highways or intersections of municipal roads with provincial highways, a Traffic Impact Assessment.
 - f. Utility servicing policies and plans for major water, sanitary sewer, storm management, electric power, natural gas, and other systems, and their locations.
 - g. Other policies and plans as specified by the County to address any unique circumstances of the MDP amendment area.
 - h. Metric plans and maps at a minimum scale of 1:5000 and the appropriate graphs to support the area structure plan policies, including (where appropriate¹) but not limited to the following:
 - i. A legal composite map showing the amendment area,
 - ii. Other plans and graphs to illustrate clearly the requirements of d-k above for the amendment area, including but not limited to the requirements of iii.-vii. listed below:
 - iii. Proposed land ownership pattern,
 - iv. Proposed land features, water bodies, tree covers, environmental protection, and wildlife areas,
 - v. Proposed land use and densities,
 - vi. Proposed roads, pedestrian/bicycle routes, transit routes, and utilities,
 - vii. Proposed development phasing scheme.

If colours are used please ensure that all map and graphic information is readable in both colour and black and white.

¹ Where this information has already been submitted as part of an Area Structure Plan application only (i) will be required.



APPLICATION FOR AMENDMENT
TO THE MUNICIPAL DEVELOPMENT PLAN

5. Public information program.

Checklist

- ✓ Appropriate application fee
- ✓ Application form – 1 original
- ✓ Current copy of Certificate(s) of Title
- ✓ Proposed MDP amendment document – 4 copies
- ✓ Completed right-of-entry
- ✓ Public information program



AREA STRUCTURE PLAN
APPLICATION

For office use only

File number _____

Date of receipt of application as complete _____

Advertising fee submitted _____

Application fee submitted _____

This form is to be completed in full wherever applicable by the **registered owner of the land or by an authorized person** acting on behalf of the owner.

1. Name of registered owner(s) of affected lands _____ Address, postal code, and telephone number (home and work) _____

2. Authorized person acting on behalf of the registered owner _____ Address, postal code, and telephone number (home and work) _____

3. Legal description and area of land affected by the proposed area structure plan
All/part of the _____ ¼ section _____ township _____ range _____ west of the ___meridian
Being all/parts of lot _____ block _____ plan _____ C.O.T. No. _____
Area held in current title(s) _____ hectare _____ acres

4. Purpose of application _____

Registered owner of person acting on his 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. I/We hereby give my/our consent to allow Council or a person appointed by it the right to enter the above land with respect to this application only.

Signed _____

Home phone _____ work phone _____

Date _____

Authorization from registered owner(s) of land subject to amendment

Registered owner's signature _____

Collection and use of personal information

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act Section 32(c), the Municipal Government Act and Regulations thereto, and the Land Use Bylaw of the County of Barrhead No. 11 for the purpose of processing development applications. For further information you may contact the County Manager at 5306-49 Street Barrhead, Alberta T7N 1N5, Phone: 1-780-674-3331



AREA STRUCTURE PLAN
APPLICATION

For office use only

Date of public information meeting _____

Date of first reading _____

Public hearing advertisements _____

Date of public hearing _____

Date of second reading _____

Date of third reading _____

Additional comments _____

- Application form (2 copies)
- Current certificate of Title(s)
- Plan/amendment (20 copies)
- Design brief (5 copies)
- Public information program
- Fees (application and advertising)

Information required accompanying any Area Structure Plan approval – application

Note: An application for area structure plan approval can only be made by the registered owner of the land that is the subject of the application or a person authorized to apply on his/her behalf.

An application for Area Structure Plan/Amendment approval will only be accepted by the County when **all** of the following information has been submitted.

1. Application fee
 - a. The application fee must be included in accordance with County Bylaws. (see fee schedule for applicable fees)
2. Application form (1 original)
 - a. Both sides of the application for Area Structure Plan/Amendment Approval form must be completed in its entirety.
 - b. The name, address, and telephone number(s) of the registered owner(s) and the authorized person(s) acting on behalf of the registered owner(s) must be printed in the proper areas on the application form. The application must be signed by one of the above mentioned persons. If a person is acting on behalf of the registered owner(s), it is essential that the owner(s) sign the authorization at the back of the application form. Please note that if a company or individual is the owner of the said land under an agreement for sale as indicated by caveat on the back on the certificate of title, please submit a copy of the signed agreement for sale or caveat along with the application. In those instances where making an application on behalf of a developer which has an option on the land, this office also requires a written authorization form from the developer.
3. Current copy of Certificate of Title
 - a. A current copy of the title as it now exists at Land Titles Office can be obtained from any **licenses and registrations office**.



AREA STRUCTURE PLAN APPLICATION

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- b. If there are any caveats or easements registered on the title pertaining to the County of Barrhead (i.e. deferred reserve caveats or utility easements) please submit copies of these documents along with the application.
4. Proposed Plan/Amendment document outlining the following (20 copies)
- a. Purpose of Plan/Amendment. A clear and concise statement of the development objectives, use, and naming of this bylaw.
 - b. Compliance with the Municipal Development Plan and applicable County policies/standards. A short statement on the plan's compliance with applicable existing statutory plans and County policies/standards.
 - c. Planning forecasts and effective time period of the plan. A summary of development planning forecasts for the Plan Area; and a clear statement on the plan's effective time period or the inclusion of a sun set clause specifying a date for the bylaw's termination or conditions for its continuation if suitable.
 - d. Definition of the plan area and relationship with surrounding lands. A precise delineation of the plan's geographic boundaries, and a concise statement on the plan's relationship and linkages with surrounding lands, such as roads and walkways, school/park sites and accessibility, environmental features, etc.
 - e. Policies and plans addressing environmental protection and tree retention elements, including (if the site is affected by a water body and/or steep slopes) polices related to flood and erosion potential.
 - f. Land use, population, and development density projection, policies and plans for all private, semi-public, and public lands, and their location with statistics on percentages of total land area and gross developable area calculations.
 - g. Transportation policies and plans for arterial roads, major and minor collectors, public and school transit routes, pedestrian and bicycle routes, and their locations including, if the development may impact traffic on provincial highways or intersections of municipal roads with provincial highways, a Traffic Impact Assessment.
 - h. Utility servicing policies and plans for major water, sanitary sewer, storm management, electric power, natural gas, and other systems, and their locations.
 - i. Urban design, landscaping, and architectural policies and proposals.
 - j. Other policies and plans as specified by the County to address any unique circumstances of the plan area.
 - k. Proposed development phasing.
 - l. Metric plans and maps at a minimum scale of 1:5000 and the appropriate graphs to support the area structure plan policies, including but not limited to the following:
 - i. A legal composite map showing the plan/amendment area,
 - ii. Other plans and graphs to illustrate clearly the requirements of d-k above for the plan/amendment area, including but not limited to the requirements of iii.-vii. listed below:
 - iii. Proposed land ownership pattern,
 - iv. Proposed land features, water bodies, tree covers, environmental protection, and wildlife areas,
 - v. Proposed land use and densities,
 - vi. Proposed roads, pedestrian/bicycle routes, transit routes, and utilities,
 - vii. Proposed development phasing scheme.
 - viii.

If colours are used please ensure that all map and graphic information is readable in both colour and black and white.



AREA STRUCTURE PLAN APPLICATION

5. A copy of the proposed Area Structure Plan/Amendment Plan on CD.
6. Design brief (5 copies).
7. Phase I Environmental Assessment (& if Phase I deems appropriate a Phase II Environmental Assessment).
8. Public information program.

Checklist

- ✓ Appropriate application fee
- ✓ Application form – 1 original
- ✓ Current copy of Certificate(s) of Title
- ✓ Design brief – 5 copies
- ✓ Proposed plan/amendment document – 20 copies
- ✓ Completed right-of-entry
- ✓ Copy of proposed plans on CD
- ✓ Phase I Environmental Assessment
- ✓ Public information program

IMPORTANT NOTES

1. In addition to completing this application form in its entirety, an application for a development permit may be required to be accompanied by the following information, where relevant:
2.
 - (a) a site plan at scale to the satisfaction of the Development Authority showing the size and shape of the lot, the front, rear and side yards, any provisions for off-street loading and vehicle parking, access to the site, and the location of public utility lines, water bodies and treed areas;
 - (b) a scaled floor plan and elevations where construction is proposed;
 - (c) at the discretion of the Development Authority, a Real Property Report as proof of location of existing development and a copy of the Duplicate Certificate of Title indicating ownership and encumbrances;
 - (d) if the applicant is not the registered owner, a written statement, signed by the registered owner consenting to the application and approving the applicant as agent for the registered owner.
3. A non-returnable processing fee of an amount determined by Council shall accompany every application for a Development Permit.
4. Failure to complete the application form fully and supply the required information, plans and fee may cause delays in processing the application.
5. **THE DEVELOPMENT AUTHORITY MAY REFUSE TO ACCEPT AN APPLICATION FOR A DEVELOPMENT PERMIT WHERE THE INFORMATION REQUIRED HAS NOT BEEN SUPPLIED OR WHERE THE QUALITY OF SUCH INFORMATION IS INADEQUATE TO PROPERLY EVALUATE THE APPLICATION.**

IMPORTANT NOTES

1. Any development proceeded with prior to the expiry of the appeal period is done solely at the risk of the Applicant even though an application for development has been approved and a Development Permit has been issued. The period allowed for an appeal to be filed is 14 days after a Development Permit is issued.
2. Any person claiming to be affected by a decision regarding an application for a development permit may appeal by serving written notice to the Secretary of the Subdivision and Development Appeal Board within 14 days after a Development Permit or notice of decision was issued.
3. The Development Permit is valid and development must be commenced within 12 months from the effective date, or the date of an approval order being granted by the Subdivision and Development Appeal Board. If at the expiry of the period, the development has not been commenced or carried out with reasonable diligence, the permit becomes invalid unless the appropriate Development Authority has granted an extension.
4. The applicant is reminded that compliance with this Development Permit requires compliance with all conditions affixed thereto.
5. This is **not** a Building Permit and, where required by any regulation, Building Permits shall also be obtained.
6. A Development Permit is an authorization for development under the Land Use Bylaw, but is not an approval under any other regulations, which may be applicable.
 - (a) Operations such as water and sewage systems, food establishments, day cares, bed and breakfast operations, recreational areas and intensive livestock facilities all fall under the jurisdiction of other appropriate regulatory authorities;
 - (b) Development in proximity to gaslines, other pipelines, powerlines, or telephone lines require approvals from The Gas Protection Branch – Alberta Labour, Alberta Energy Resources Conservation Board, Alberta Infrastructure.
 - (c) All plans submitted for the construction or alteration of a commercial or industrial building as specified under the Alberta Architects Act, shall be authorized by a registered architect or professional engineer.