



DEVELOPMENT PERMIT APPLICATION

SECTION A - CONTACT INFORMATION

Applicant _____ Contact Name _____
Address _____ Phone Number _____
City _____ Province _____ Alternate _____
Postal Code _____ Fax _____
Email _____

SECTION B - SITE INFORMATION

Legal Land Description Lot _____ Block _____ Registered Plan _____
1/4 _____ Section _____ Twp _____ Range _____ W of _____ M
Land Use Zoning _____ Parcel Size _____

SECTION C - DEVELOPMENT

Proposed Development RESIDENTIAL? Yes ___ No ___ If NO, please fill out both Pages 1 and 2 where applicable
Existing Buildings and Present Use _____
Value of Proposed Development _____ Sq. Ft. of Proposed Development _____
(Please fill in questions on page 8 if development includes DEMOLITION)

SECTION D - GEOGRAPHIC

Are any of the following within 1/2 mile of the proposed development?
Land fill or garbage disposal site _____ Confined livestock operation _____
Sewage treatment plant or sewage lagoon _____ Sour gas well or pipeline _____
River or water body _____ Multi lot residential subdivision _____
Slopes of 15% or greater _____ Provincial Highway _____

SECTION E - FINAL AUTHORIZATION

By submitting an application for development 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.
Applicant/Landowner Signature _____ Date _____
Applicant/Landowner Signature _____ Date _____

OFFICE USE ONLY

Application Fee \$ _____ Receipt # _____ Date Received _____
Agreement Fee \$ _____ Receipt # _____
COMPLETED AND SIGNED CHECKLIST (see back pages) _____



For all non residential developments (i.e. COMMERCIAL, INDUSTRIAL, HOME BUSINESSES, etc.) please provide the following additional information wherever applicable:

BUSINESS OPERATION DETAILS

Describe the business operation: _____

Office Location: _____

ADVERTISING / MARKETING / SIGNAGE

Will the business be advertised / marketed / signed? Yes No

Advertising / Marketing / Signage details: _____

TRAFFIC

Will the development generate additional traffic to the business / home: Yes No

Traffic details: _____

STAFFING

How many people will your business employ? _____ Residential employees
_____ Non-residential employees

OUTDOOR STORAGE

Will there be outside storage? Yes No

Will it be visible from the road? Yes No

Outdoor storage screening / securing details: _____

Important Notes

1. An application is not complete until the development officer has deemed it so. The attached **CHECKLIST** must be completed by the applicant and all required information and items (i.e. fees, site plans, set back distances, etc.) must be provided before the Permit Application can be accepted and processed.
2. Signatures of all registered landowners are required prior to processing any application.
3. If the registered landowner is a company, verification of signing authority must accompany application.
4. If the applicant is not the registered landowner, an Appointment of Agent form must accompany this application.
5. Color renderings are required for all sign, industrial, commercial and institutional developments.
6. In consideration of any permit issued in respect to this application, the Applicant shall indemnify and hold harmless Red Deer County, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly from anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized.
7. **Assessment and Taxes** - Any development or changes to your property may affect your property assessment and taxes. If you have any questions or concerns, please call the Assessment Department at 403.350.2166

Additional Permit Requirements

Please be advised your development project may require approvals and permits other than those issued by Red Deer County. Approval may be required from the following agencies, but are not limited to:

- Alberta Environment
- Alberta Infrastructure & Transportation
- National Resource Conservation Board (NRCB)
- Alberta Agriculture
- Alberta Energy and Utilities Board
- David Thompson Health Region
- Alberta Safety Codes Act
 - Building Permits
 - Plumbing Permits
 - Gas Permits
 - Electrical Permits
- Petroleum Tank Management Association of Alberta
- Other Agencies as Required

It is your responsibility to obtain any necessary permits as Planning & Development Services may require copies from you. All projects should commence with consideration of the Home Owners FireSmart Guidelines and the Provincial Fire Code.

Property Owners can obtain information regarding utilities, well, pipelines etc. that may be located on, over or below their property by contacting **AB Environment Information Services Group**:
Toll free: 403-310-0000 when prompted enter 403-297-8311 then select option 2. Or e-mail infoservices@ercb.ca

Public Notice

The following will be the manner in which notice will be given for the issuance of Development Permits:

- **PERMITTED USES:** Upon the issuance of a Development Permit, the details will be posted at Main Reception on the Public Bulletin Board in the County office, and on the County's website.
- **DISCRETIONARY USES:** Upon an approved decision of an application the details of the application will be advertised in the *Red Deer Express*.

Appeals

A person or persons affected by an order, decision or development permit may submit their appeal in writing within 14 days of the date of advertising to:

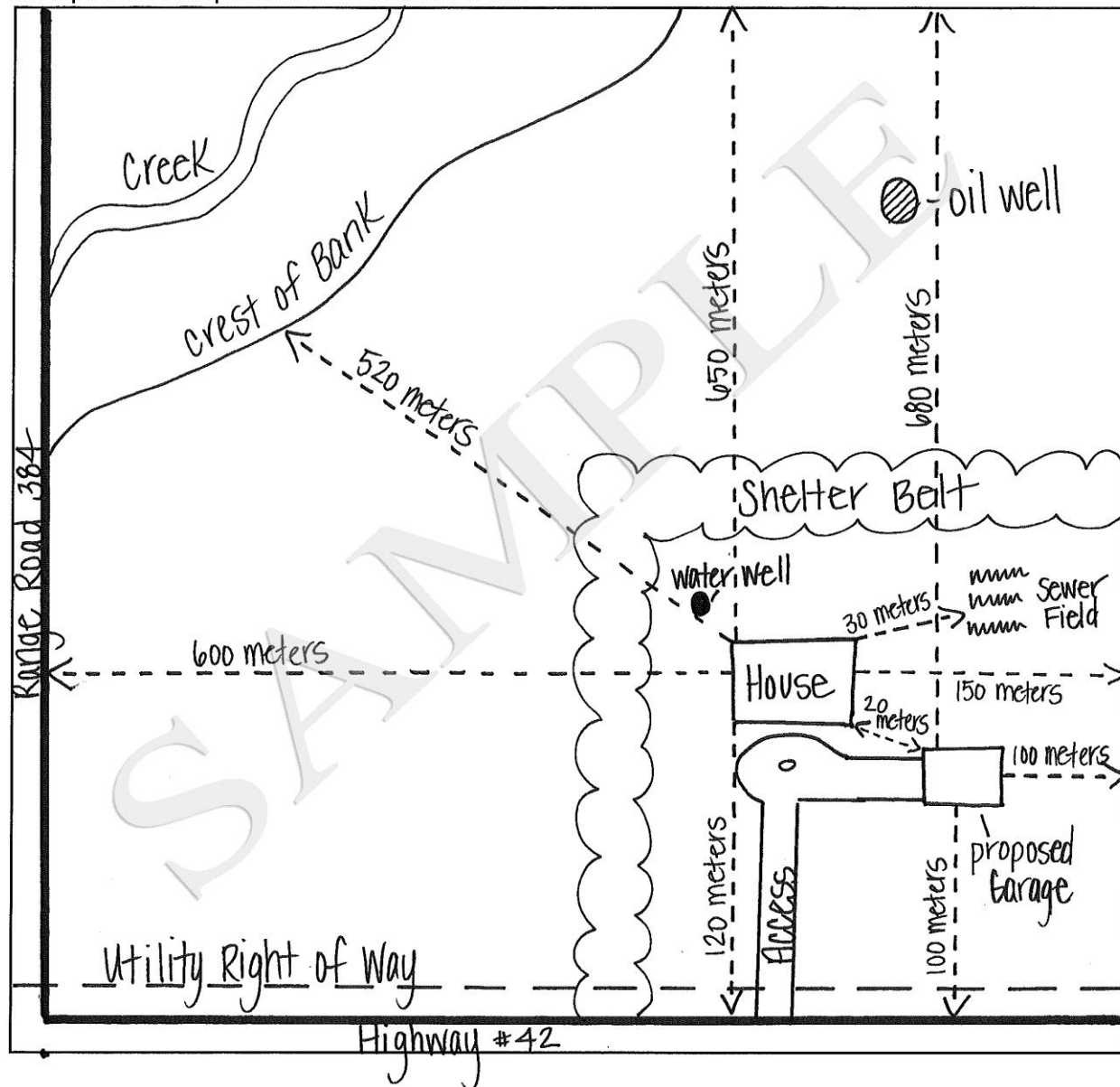
Secretary, Development Appeal Board
Red Deer County
38106 Range Road 275
Red Deer County, AB T4S 2L9

For further information, please contact Planning & Development Services at:

38106 Range Road 275
Red Deer County, AB T4S 2L9
Phone: (403) 350-2170
Fax: (403) 346-9840
www.reddeercounty.ab.ca

Please note that the personal information requested in these forms is protected under the Freedom of Information and Protection of Privacy Act (FOIP). Collection of the personal information on this form is authorized under the Municipal Government Act and is required for the purpose of the County's Planning and Development processes. The information will be used by the County staff and representatives for contact information. If you have questions regarding FOIP, please phone (403) 350-2150 and ask for the FOIP Coordinator.

Sample Development Permit Site Plan

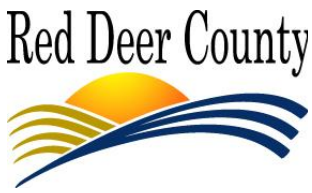


1. Please use the above square to represent the quarter section where development may occur. Draw your parcel and show its dimensions. (In the case of multi-lot subdivisions, use the above square to represent your entire lot.)
2. Indicate where buildings and signs are and identify the distances **from all property boundaries**. Also show the distance **between** all buildings and property lines. (From the closest point of structure to closest point of another structure and/or property lines)
3. Include the location of all roads and/or road allowances. Show the location of the access to your property.
4. Include shelterbelts, septic systems, utility lines, watercourses, steep slopes or any other feature used to determine the location of the proposed development.
5. Measurements must be recorded in either metres or feet. (Other units will not be accepted)
6. Site plan must be legible and to scale to the satisfaction of the development officer.

SITE PLAN



1. If your development is to occur on an agricultural districted parcel you may use above square to represent the property lines of the quarter section where your proposed developments may occur. You must, however, indicate the dimensions of your parcel boundaries.
2. **If your parcel is located within a residential, commercial or industrial multi-lot subdivision the proposed site plan must be provided by a professional (i.e. licensed surveyor).**
3. Indicate where buildings and signs are and identify the distances from **all property boundaries** as well as the distance **between** all existing and proposed structures and property lines (i.e. from the closest point of structure to closest point of another structure and/or property lines).
4. Include the location of all roads and/or road allowances. Show the location of the access to your property.
5. Include location of existing shelterbelts, septic systems, utility lines, watercourses, steep slopes or any other feature used to determine the location of the proposed development.
6. Measurements must be recorded in either metres or feet. Other units will not be accepted (i.e. centimetres).
7. All Site Plans **must** be legible and to a scale that is satisfactory to the development officer.



DEVELOPMENT PERMIT CHECKLIST

To expedite the review of this application, all materials submitted must be clear, legible and precise. To achieve this, customer service members are instructed to accept only complete applications, which includes plans.

Incomplete applications will not be processed.

****THIS CHECKLIST MUST ACCOMPANY THE DEVELOPMENT PERMIT APPLICATION PACKAGE AND MUST BE SIGNED BY THE APPLICANT****

| APPLICANT | OFFICE USE | REQUIRED ITEMS |
|----------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | SIGNATURES |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • <u>All registered land owners</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Verification of signing authority for companies (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | APPOINTMENT OF AGENT (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Complete form if landowner is not the applicant |
| <input type="checkbox"/> | <input type="checkbox"/> | SITE PLAN Site Plans can be hand drawn or professionally drawn. If hand drawn the plan must be legible and to scale. All site plans must include the following information with dimensions in metric. |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Property lines |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Front yard setback (distance from front of building to property line) |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Side yard setback (distance from the side of the building to the side property line) |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Rear yard setback (distance from the back of the building to the rear property line) |
| <input type="checkbox"/> * | <input type="checkbox"/> | <ul style="list-style-type: none"> • Lot coverage *Note: for smaller developments (i.e. a single detached dwelling) it is not necessary for the applicant to calculate lot coverage. |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Location of existing approaches (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Location of all easements and/or utility rights-of-way |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Location of water well and septic indicating distance to nearest property line |
| <input type="checkbox"/> | <input type="checkbox"/> | BUILDING PLANS 3 copies of complete construction drawings including: |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Floor Plan (incl. dimensions) |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Foundation Plan (incl. dimensions) |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Cross-section drawings |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Elevation drawings (incl. dimensions) |

| | | |
|----------------------------|----------------------------|-------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | ACCESSORY BUILDING PLANS (if included with the application) |
| <input type="checkbox"/> | <input type="checkbox"/> | • Floor Plan (incl. dimensions) |
| <input type="checkbox"/> | <input type="checkbox"/> | • Elevations (incl. dimensions) |
| <input type="checkbox"/> | <input type="checkbox"/> | SITE ACCESS |
| <input type="checkbox"/> * | <input type="checkbox"/> * | • Completed "Approval to Construct Access Onto Highway/Road" application *(if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | RURAL ADDRESS |
| <input type="checkbox"/> * | <input type="checkbox"/> * | • Completed rural address application *(if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | ANY OTHER INFORMATION DEEMED NECESSARY BY THE DEVELOPMENT AUTHORITY |

Applicant/Landowner (Print)

Applicant/Landowner (Signature)

Date

For all applications for DEMOLITION, please provide the following additional information:

The value of the building(s)_____

The alternatives to demolition if the building is of historic or architectural value_____

The purpose for the building demolition and the type of structure to replace the demolished building

A work schedule of the demolition and site cleanup_____

The destination of debris materials_____

The length of time before the site is to be redeveloped and treatment of the site after demolition but prior to development _____
