



APPROVAL OF USE/DEVELOPMENT PERMIT APPLICATION

INFORMATION AND CHECKLIST REQUIREMENTS

A Development Permit Application will only be accepted and processed when it is completed in its entirety. The following checklist **must be signed and completed** by the applicant and attached to the Application.

Required Information Checklist

Required	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Application Form
<input type="checkbox"/>	<input type="checkbox"/>	Signatures of all Registered Land Owners
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan
<input type="checkbox"/>	<input type="checkbox"/>	Floor Plan
<input type="checkbox"/>	<input type="checkbox"/>	Building Plans – 1 copy (i.e., elevations including all dimensions)
<input type="checkbox"/>	<input type="checkbox"/>	Appointment of Agent – if applicable
<input type="checkbox"/>	<input type="checkbox"/>	Statutory Declaration Form – if applicable
<input type="checkbox"/>	<input type="checkbox"/>	Application Fee – cheque, debit, money order, cash, VISA or M/C payable to Red Deer County

Please be advised that additional information may be required by the Development Authority

Applicant Name: _____ Signature: _____ Date: _____

IMPORTANT INFORMATION

- Incomplete applications will not be accepted and will be returned to the Applicant.
- An application is not complete until a development officer has deemed it so.
- The Development Authority has 40 days to render a decision upon receipt of this application.
- Colour renderings are required for all sign, industrial, commercial and institutional developments.
- 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.
- 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 that 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 Energy and Utilities Board |
| ➤ Alberta Infrastructure & Transportation | ➤ Alberta Health Services |
| ➤ National Resources Conservation Board (NRCB) | ➤ Petroleum Tank Management Association of Alberta |
| ➤ Alberta Agriculture | ➤ Other agencies as required |

It is the applicant's responsibility to obtain any necessary permits as Planning & Development Services may require copies. 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, pipeline etc., that may be located on, over or below their property by contacting Alberta Energy Regulator Toll Free at 1.855.297.8311 or visit the website: www.aer.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, details will be posted on the County's website & in the County News.
- **DISCRETIONARY USES:** Upon an approved decision of an application, the details of the application will be advertised in the Red Deer Express.



APPROVAL OF USE APPLICATION

SECTION A – CONTACT INFORMATION

Applicant Name: _____

Mailing Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Phone: _____ **Cell:** _____ **Fax:** _____

Email: _____

Landowner Name (if Applicant is not the landowner): _____

SECTION B – SITE INFORMATION

Street/Rural Address: _____ **Lot:** _____ **Block:** _____ **Plan:** _____

Legal Subdivision: Part of: NE NW SE SW ¼ **Section:** _____ **Township:** _____ **Range:** _____ **West of:** _____ M

Land Use District _____ **Parcel Size:** _____

SECTION C – DEVELOPMENT DETAILS

Describe the proposed use: _____

Existing buildings & present use: _____

Size of Occupancy Area: _____

SECTION D – 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's Name (print) _____	Applicant's Signature _____	Date _____
Owner Name _____	Owner Signature _____	Date _____
Owner Name _____	Owner Signature _____	Date _____

PAYMENT INFORMATION

Cash Debit Credit Card Cheque No.: _____ Please call for payment (credit card only)

Credit Card No.: _____ **Exp. Date:** _____

Name on Card: _____ **Signature of Card Holder:** _____

FOR OFFICE USE ONLY

Date Received: _____ **File Number:** _____ **Legal File No.:** _____

Application Fee: _____ **Diamond No.:** _____ **Linc No.:** _____

Roll No.: _____ **Receipt No.:** _____ **Region:** _____ **Division:** _____

Please Note: 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 & Development processes. The information will be used by the County staff and representative contact information. If you have questions regarding FOIP, please phone 403.350.2150 and ask for the FOIP Coordinator.



BUSINESS OPERATION DETAILS

Describe the business operation:

Business Name: _____

Office Location: _____

ADVERTISING / MARKETING / SIGNAGE

Will the business be advertised / marketed / have a sign? Yes No

Advertising / Marketing / Signage details:

TRAFFIC

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

Traffic Details:

STAFFING & VEHICLES

How many people will your business employ? _____ Residential employees:

_____ Non-residential employees:

How many vehicles will be directly associated with the business? _____

Vehicle Details: _____

OUTDOOR STORAGE

Will there be outdoor storage? Yes No

Will it be visible from the road? Yes No

Outdoor storage screening / securing details:



APPOINTMENT OF AGENT

This form must accompany all applications where the applicant is not the registered landowner.

PLEASE INCLUDE ALL NAMES ON THE CERTIFICATE OF TITLE

I/We _____, being the registered owner(s) of:

Lot _____ Block _____ Registered Plan _____

NE NW SE SW ¼ Section _____ Township _____ Range _____ West of _____ Meridian

do hereby authorize:

_____ of _____, to act as Agent on my behalf in the matter of rezoning, subdivision and/or development of the above referenced lands only for the purpose of the current application dated _____, after which this authorization shall expire.

AGENT INFORMATION

Mailing Address: _____ City: _____ Province: _____ Postal Code: _____

Phone #: _____ Alternate #: _____ Email: _____

LANDOWNER INFORMATION

Mailing Address: _____ City: _____ Province: _____ Postal Code: _____

Phone #: _____ Alternate #: _____ Email: _____

Landowner Signature _____ Date _____

ADDITIONAL LANDOWNER SIGNATURES IF REQUIRED:

Signature _____ Date _____

Signature _____ Date _____

STATUTORY DECLARATION

Of Signing Authority

I, _____ do solemnly and sincerely
declare that I have the legal authority to sign documentation on behalf of
(company name) _____ and that (company name)
_____ is the legal land title holder of
¼ _____ Section _____ Twp _____ Range _____ W of _____ M
Lot _____ Block _____ Plan _____

I make this solemn declaration this _____ day of _____ in the year 20____ at _____,
Alberta, Canada.

(printed)

(signed)

Sworn and Signed to be True in the
presence of:

Commissioner of Oaths
Province of Alberta, this
_____ day of _____, 20____.
Commission expires: _____



BUSINESS LICENSE APPLICATION

New Business Existing Business Home-based Business? Yes No

Is the Business temporary? Yes No, If yes, start date: _____ End date: _____

SECTION A – BUSINESS CONTACT INFORMATION

Business Name: _____

Legal Business Name: _____

Mailing Address: _____ City: _____ Province: _____ Postal Code: _____

Business Phone No.: _____ Cell: _____ Fax: _____

Business Email: _____ Contact Name(s): _____

Website: _____

Business Location (Civic Address): _____ Postal Code: _____

Legal Subdivision: Lot: _____ Block: _____ Plan: _____

Part of: NE NW SE SW ¼ Section: _____ Township: _____ Range: _____ West of: _____ M

SECTION B – BUSINESS OPERATION DETAILS

Describe the business operation / what services and/or products do you offer the customer?

Number of Employees (approximate): _____

Will the business be advertised / marketed / have a sign? Advertising / Marketing / Signage Details:

Check off the category or categories that best describes your business (maximum of 2).

- | | | |
|--|--|---|
| <input type="checkbox"/> Accounting/Office Business | <input type="checkbox"/> Emergency/Security Services | <input type="checkbox"/> Plumbing/Heating/Electrical |
| <input type="checkbox"/> Agriculture/Ag Services | <input type="checkbox"/> Entertainment | <input type="checkbox"/> Professional Services |
| <input type="checkbox"/> Animal Services/Supplies | <input type="checkbox"/> Equipment Construction | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Artisan/Giftware | <input type="checkbox"/> Financial/Insurance Services | <input type="checkbox"/> Recycling/Waste Management |
| <input type="checkbox"/> Automotive | <input type="checkbox"/> Gas Bar/Convenience Store/Fuel | <input type="checkbox"/> Restaurants/Coffee Shops |
| <input type="checkbox"/> Beauty Salons/Spas | <input type="checkbox"/> Groceries/Catering/Liquor | <input type="checkbox"/> Retail Sales |
| <input type="checkbox"/> Builders – Home/Commercial/Industrial | <input type="checkbox"/> Hotels/Motels/Bed & Breakfast | <input type="checkbox"/> Safety Training/Supplies |
| <input type="checkbox"/> Building Contracting/Services | <input type="checkbox"/> Landscaping/Yard Maintenance/Snow Removal | <input type="checkbox"/> Storage/Rental Services |
| <input type="checkbox"/> Building Materials/Supplies | <input type="checkbox"/> Manufacturers/Distributors | <input type="checkbox"/> Training/Employment Services |
| <input type="checkbox"/> Cleaning Services | <input type="checkbox"/> Medical/Health Services | <input type="checkbox"/> Travel Services |
| <input type="checkbox"/> Clothing Sales/Alterations | <input type="checkbox"/> Oilfield Services/Supplies | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Computer/Communications | <input type="checkbox"/> Other Services | <input type="checkbox"/> Utility Providers |
| <input type="checkbox"/> Educational Services | <input type="checkbox"/> Personal Services | <input type="checkbox"/> Welding Supplies/Services |

SECTION C – OPPORTUNITY INCLUSION

Would you like to be listed on the Red Deer County website business directory? Yes No

Would you like to be notified of networking opportunities within the County? Yes No

Would you like to subscribe to the Red Deer County News? Yes No

SECTION D – FINAL AUTHORIZATION

I hereby make application and acknowledge that the above information is, to the best of my knowledge, true and accurate.

Applicant's Signature _____ Title (Owner, Operator etc.) _____ Date _____

PAYMENT INFORMATION

Cash Debit Credit Card Cheque No.: _____ Or Call for Payment (credit card only)

Credit Card No.: _____ Exp Date: _____

Name on Card: _____ Signature of cardholder: _____

FOR OFFICE USE ONLY

Date Received: _____ File Number: _____ Legal File No.: _____

Application Fee: _____ DP No.: _____ Linc No.: _____

Roll No.: _____ Diamond No.: _____ Region: _____ Division: _____

NAICS Code: _____ Receipt No.: _____