



DEVELOPMENT PERMIT APPLICATION INFORMATION PACKAGE

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

COMPLETE 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"/> | Appointment of Agent Form – If applicable. See pg.8 |
| <input type="checkbox"/> | <input type="checkbox"/> | Statutory Declaration Form – If applicable. See pg.9 |
| <input type="checkbox"/> | <input type="checkbox"/> | Application Fee – Payable by cheque, debit, money order or cash to Red Deer County. |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Plan – Please see pg.6 for requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Abandoned Oil/Gas Well Information – See pg.4 |
| <input type="checkbox"/> | <input type="checkbox"/> | Building Plans – 3 copies (i.e., Floor Plan, Elevations including all dimensions) |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Access Application – If applicable |
| <input type="checkbox"/> | <input type="checkbox"/> | Rural Address Application – If applicable |
| <input type="checkbox"/> | <input type="checkbox"/> | Storm Water Management Plan, Landscaping Plan & Letters of Credit – If applicable |

Please be advised that additional information may be required at the discretion of 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.
- Color 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 Infrastructure & Transportation
- National Resources Conservation Board (NRCB)
- Alberta Agriculture
- Alberta Energy and Utilities Board
- Alberta Health Services
- Alberta Safety Codes Act
- Building Permits
- Plumbing Permits
- Gas Permits
- Electrical Permits
- Petroleum Tank Management Association of Alberta
- 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 (403)310-0000. When prompted enter 403-297-8311 then select option 2 or email inquiries@ 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, 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.



DEVELOPMENT PERMIT APPLICATION

SECTION A – CONTACT INFORMATION

Name of Applicant: _____

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

Contact Name(s): _____

Phone #: _____ Alternate #: _____ Fax #: _____ Email: _____

Landowner(s) (if applicant is not the landowner): _____

When your permit is ready do you want us to: Email for pick up? Call for pick up? Mail Out?

SECTION B – SITE INFORMATION

Legal: (circle one) NE NW SE SW ¼ Section _____ Township _____ Range _____ W _____ M

Lot _____ Block _____ Registered Plan _____ Rural Address (911-blue sign): _____

Land Use District: _____ Parcel Size: _____ Ha/Acres

SECTION C – DEVELOPMENT DETAILS

Proposed Development RESIDENTIAL? Yes___ No___ **If NO, please complete BOTH pages 1 & 2**

Is demolition required? Yes___ No___ **If YES, please complete page 7**

Describe the Proposed Development: _____

Existing buildings and present use: _____

Approx. Value of Proposed Development: \$ _____ Size of Proposed Development: _____ sq.ft.

If the development involves a MANUFACTURED HOME, please provide the following:

(Please note: if the home is older than 5 years, you must also provide photos of exterior)

Manufacturer: _____ Model: _____ Year: _____

CSA/CAN #.: _____ Size: _____ sq.ft.

SECTION D – GEOGRAPHIC INFORMATION

Are any of the following within ½ mile of the proposed development?

- | | | | |
|---|--------------|---|--------------|
| Land fill or garbage disposal site | Yes___ No___ | Confined livestock operation | Yes___ No___ |
| Sewage treatment plant or sewage lagoon | Yes___ No___ | Multi lot residential subdivision | Yes___ No___ |
| River or water body | Yes___ No___ | Provincial Highway | Yes___ No___ |
| Slopes of 15% or greater | Yes___ No___ | Sour gas well, pipeline & Abandoned wells | Yes___ No___ |

SECTION E – ABANDONED WELL INFORMATION

Have you contacted Alberta Energy Regulator (AER, previously known as ERCB) via phone, email, fax, or mail to determine if you have an abandoned well? YES NO

- Is there an abandoned well on the property? YES NO
- If no abandoned well is present, please provide a printout from the AER website
- If yes, please identify it on your site plan and provide the Name of Licensee
 - Licensee Name: _____
- We require a printout of the map from the AER website which can be obtained by going to:
www.aer.ca
- **If you require any assistance or do not have access to the internet please contact AER at 1-855-297-8311**
- **The location of all abandoned oil and gas well sites as well as the setback distances in relation to existing or proposed building sites must be shown on all applications. **Please note:** The Development Authority cannot approve a development application if the lot(s) does not comply with the setback directed by the ERCB Directive 079. Abandoned well site information must be provided by the applicant and can be obtained by contacting Alberta Energy Regulator.**

SECTION F – 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 NAME: _____ SIGNATURE: _____ DATE: _____

OWNER NAME: _____ SIGNATURE: _____ DATE: _____

OWNER NAME: _____ SIGNATURE: _____ DATE: _____

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 FOIP Coordinator.

OFFICE USE ONLY

Application Fee: \$ _____ Receipt #: _____

Date Received

Agreement Fee: \$ _____

COMPLETED & SIGNED CHECKLIST: YES NO

ROLL NUMBER _____

LAND FILE NUMBER _____

DIAMOND NUMBER _____

DIVISION NUMBER _____

For all non residential developments (i.e. COMMERCIAL, INDUSTRIAL, HOME BUSINESS MAJOR OR MINOR, etc.) please provide the following additional information.

BUSINESS OPERATION DETAILS

Describe the business operation:

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 addition 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? _____

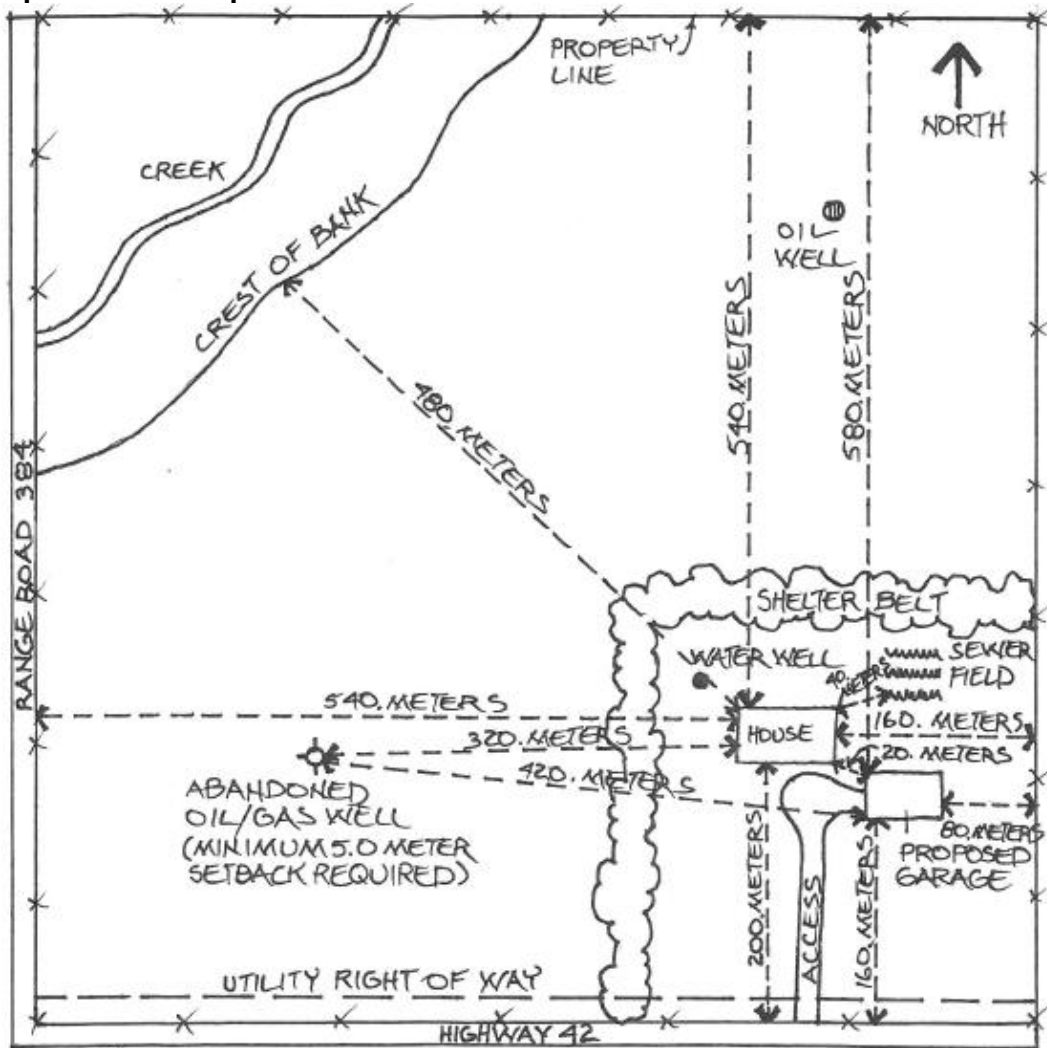
OUTDOOR STORAGE

Will there be outdoor storage? YES NO

Will it be visible from the road? YES NO

Outdoor storage screening / securing details:

Example of a Development Permit Site Plan



1. If your parcel is located within a commercial, industrial, or multi-lot subdivision the proposed site plan must be provided by a professional (i.e. licensed surveyor).
2. If your parcel is located within a residential multi-lot subdivision the site plan should be drawn by a professional (i.e. surveyor); however, at the discretion of the Development Officer, a hand drawn site plan may be accepted if the applicant utilizes an existing Real Property Report as the base for the drawing and all measurements are clearly indicated.
3. If your parcel is located on a parcel zoned Agricultural a hand drawn site plan may be accepted. Your drawing however, must indicate the dimensions of your parcel boundaries. If the development is to occur within a quarter section make sure your drawing includes all the quarter section property boundaries.
4. The site plan must indicate all buildings and signs and provide the distance measurements **from all property boundaries** as well as distances **between** all existing and proposed structures and the property lines (i.e. from the closest point of structure to closest point of another structure and/or property lines).
5. **All site plans must indicate abandoned pipelines and oil and gas wells if they exist on the subject property as well as the required set back distances. Please refer to point #7 on page 3 of the application form for further information.**
6. Your site plan must include the location of all roads and/or road allowances. Show the location of the existing or proposed access to your property.
7. Include the location of existing shelterbelts, septic systems, utility lines, watercourses, steep slopes or any other feature used to determine the location of the proposed development.
8. Measurements must be recorded in either metres or feet. Other units will not be accepted (i.e. centimetres).
9. All Site Plans **must** be legible and to a scale that is satisfactory to the development officer.

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

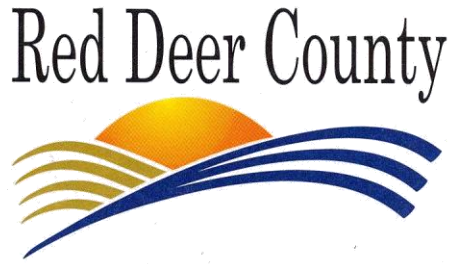
A work schedule of the demolition and site cleanup:

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:

Please Note: If you plan to burn the demolished material, a fire permit will be required and can be obtained by contacting Protective Services at (403)343-6667.

Please Note: You are advised to contact Alberta One Call at 1-800-242-3447 prior to demolition to ensure that buried utilities are not disturbed.



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
Printed owner(s) name(s)

Lot _____ Block _____ Registered Plan _____

¼ _____ Section _____ Twp _____ Range _____ West of _____ Meridian

do hereby authorize:

_____ of _____, to act as Agent
(Name of Agent) (Address of Agent)

on my behalf in the matter of rezoning, subdivision and/or development (circle one) of the above referenced lands only for the purpose of the current application dated _____, after which this authorization shall expire

Agent Contact Information:

Phone _____ Alternate _____ Fax _____ Email _____

Landowner Signature _____ Date _____

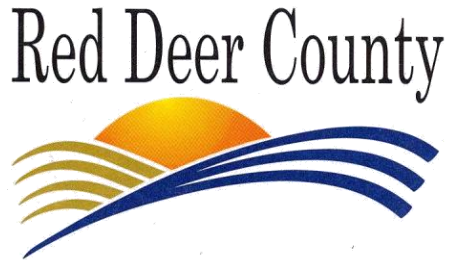
ADDITIONAL LANDOWNER SIGNATURES IF REQUIRED:

Signature _____ Date _____

Signature _____ Date _____

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: _____