



## DEVELOPMENT PERMIT APPLICATION INFORMATION PACKAGE

### INFORMATION AND CHECKLIST REQUIREMENTS

A development permit is to ensure the proposed development is compliant in accordance with Red Deer County's Land Use Bylaw. A building permit approves the applicant for the structure(s) being built in accordance with the Alberta Building Code and Safety Code Act of Alberta.

#### 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"/>	Abandoned Oil / Gas Well Information – <b>required with all applications</b> , See pg. 2
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan – Please see pg. 5 for requirements and sample
<input type="checkbox"/>	<input type="checkbox"/>	Building Plans – 1 copy (i.e., floor plan, elevations including all dimensions)
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Private Sewage Disposal System Information (applies to all rural developments, i.e., dwellings, additions, basement development, secondary suites, shops with plumbing etc. – see pages 6 to 8) <b>THIS IS NOT A PRIVATE SEWAGE PERMIT</b>
<input type="checkbox"/>	<input type="checkbox"/>	Appointment of Agent – if applicable – see pg. 9
<input type="checkbox"/>	<input type="checkbox"/>	Statutory Declaration Form – if applicable – see pg. 10
<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
<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](http://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.



## DEVELOPMENT PERMIT APPLICATION

### SECTION A – CONTACT INFORMATION

Permit Applicant:  Owner  Applicant

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Landowner Name (if Applicant is not the landowner): \_\_\_\_\_

**PLEASE NOTE:** when your permit is ready, you will receive an electronic copy and a hard copy will follow in the mail. Please contact the Planning and Development Desk if you require more information.

### 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: \_\_\_\_\_  Ha  Acres

### SECTION C – DEVELOPMENT DETAILS

Residential  Commercial/ Industrial/ Institutional (complete page 4) Is demolition required?  Yes  No

Describe the proposed development (i.e., single family dwelling, accessory building, demolition, etc.):

Existing buildings & present use: \_\_\_\_\_

Approx Value of Proposed Development: \$ \_\_\_\_\_ Size: \_\_\_\_\_  Sq ft.  Sq m.

If the development is a Manufactured home, please provide the following (Please Note: If manufactured home is greater than 5 years old, provide pictures):

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ CSA/CAN #: \_\_\_\_\_ Year: \_\_\_\_\_

### SECTION D – GEOGRAPHIC INFORMATION

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

Landfill or garbage disposal site	<input type="checkbox"/> Yes <input type="checkbox"/> No	Confined livestock operation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sewage treatment plant or lagoon	<input type="checkbox"/> Yes <input type="checkbox"/> No	Multi lot residential subdivision	<input type="checkbox"/> Yes <input type="checkbox"/> No
River or water body	<input type="checkbox"/> Yes <input type="checkbox"/> No	Provincial Highway	<input type="checkbox"/> Yes <input type="checkbox"/> No
Slopes of 15% or greater	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sour gas well, pipeline & abandoned wells	<input type="checkbox"/> Yes <input type="checkbox"/> No

### SECTION E ABANDONED WELL INFORMATION

All development permit applications REQUIRE a printout of a map from Alberta Energy Regulator (AER, previously known as ERCB). This can be obtained via website, phone, email, fax or mail.

- Is there an abandoned well on the property?  YES  NO
- If no abandoned well is present, you **must** still 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](http://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 – RURAL ADDRESSING

Describe in writing, the distance (in meters or feet) from a known point, such as an intersection or quarter section line, to the approach, indicating the direction and side of the road the approach is on. This description should correspond with an accompanying site plan.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**SECTION G – 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**

Home businesses are generally recognized and supported as a viable lifestyle and economic development opportunity. A home business located within Red Deer County requires a Development Permit which would be considered for a 5 year approval and an annual business license. The home business shall be in accordance with the Land Use Bylaw 2006/6 and will be reviewed to ensure the scale and intensity is appropriate for the character of the neighbourhood and that it is complementary and compatible with adjacent land uses.

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

Describe the business operation:

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Business Name: \_\_\_\_\_

Office Location: \_\_\_\_\_

**ADVERTISING / MARKETING / SIGNAGE**

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

Advertising / Marketing / Signage details:

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**TRAFFIC**

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

Traffic Details: \_\_\_\_\_

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**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

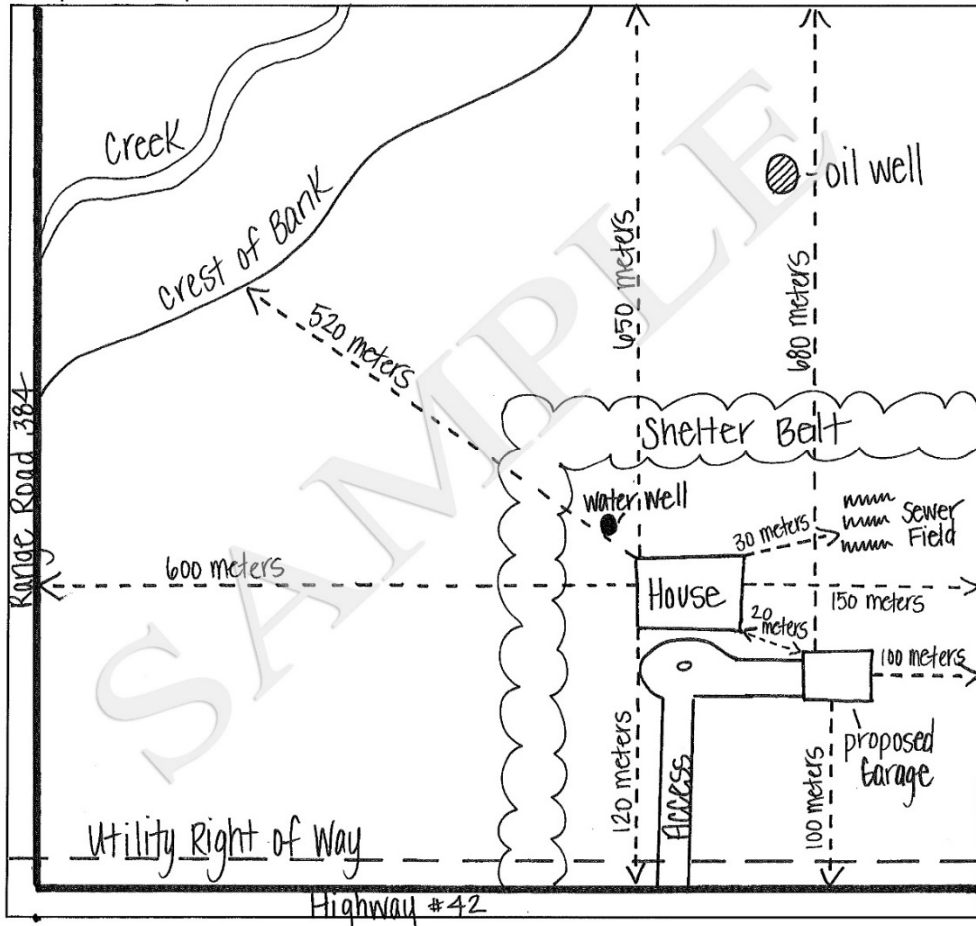
Will it be Visible from the road?  Yes  No

Outdoor storage screening / securing details:

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Sample 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. All site plans 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.
6. Your site plan must include the location of all roads and/or road allowances. Show the location of the access to your property.
7. 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.
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.

## PRIVATE SEWAGE DISPOSAL SYSTEM (PSDS) PRELIMINARY REQUIREMENTS

**Please be advised that the Private Sewage Disposal System (PSDS) component may require a preliminary review from a Safety Codes Officer for your development project. It is important to have your PSDS located in an appropriate location in order to protect your home, family, property, and neighbours from system failures.**

If the type or location of the system changes, a revised site plan with the noted changes, must be submitted to Red Deer County office. Please note, page 7 is **not** a PSDS permit application.

Minimum distance requirements are as follows:

Septic Tanks or Sewage Holding Tanks shall not be located within:

- 1 m (3.25') from property line or from any building
- 10 m (33') from any water source or water course

No part of the Disposal Field measured from any part of a trench shall be located within:

- 1.5 m (5') from any property line
- 15 m (50') from any water source or water course
- 5 m (17') from a septic tank or package treatment plant
- 10 m (33') from any basement, cellar or crawl space
- 1 m (3.25') from any non-basement building or does not have a permanent foundation
- 5 m (17') from a building that has a permanent foundation but no basement, cellar, or crawlspace

No part of a Treatment Mound shall be located within:

- 3 m (10') from any property line
- 15 m (50') from any water source or water course
- 3 m (10') from a septic tank
- 10 m (33') from any basement, cellar or any non-basement building

An Effluent discharge to the ground surface shall not be located within:

- 50 m (165') from any water source
- 45 m (150') from a water course or from a building
- 90 m (300') from any property line

A Lagoon that serves a single dwelling or duplex shall not be located within:

- 100 m (330') from any water source or water course
- 45 m (150') from a building
- 30 m (100') from any property line

On a Property that adjoins a permanent body of water such as a lake, river, stream, or creek, the effluent disposal component of a private sewage system shall be located:

- Not less than 90 m (300') from the shore of the body of water or
- Where a principal building is located between the system and a body of water, the distance may be reduced to the minimum distance requirements for that method of treatment and disposal.

For advice contact: [safety.services@gov.ab.ca](mailto:safety.services@gov.ab.ca).

For a list of certified installers: <https://open.alberta.ca/publications/private-sewage-systems-installer-certification-list>.



Red Deer County Centre  
 38106 Range Road 275  
 Red Deer County, AB T4S 2L9  
 P: 403.754.6371; F: 403.346.9840  
 Website: www.rdcountry.ca  
 Email: development@rdcounty.ca

**THIS FORM IS NOT A  
 PRIVATE SEWAGE  
 PERMIT**

**PRELIMINARY PRIVATE SEWAGE FORM**

Applicant:  Owner  Contractor  
 Development Permit No.: \_\_\_\_\_ Estimated Project Start Date: \_\_\_\_\_

**Owner Name:** \_\_\_\_\_ **Mailing Address:** \_\_\_\_\_  
 City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Cell: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_ **Mailing Address:** \_\_\_\_\_  
 City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Cell: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**PROJECT LOCATION**

Hamlet/ Subdivision Name: \_\_\_\_\_ Tax Roll No.: \_\_\_\_\_  
 Street/Rural Address: \_\_\_\_\_ Unit: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_  
 Legal Subdivision: Part of: \_\_\_\_\_ ¼ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ West of: \_\_\_\_\_ M  
 Directions: \_\_\_\_\_  
 Description of Work: \_\_\_\_\_

Submit with Application:  Detailed Site Plan/Diagram (Required)

TYPE OF CONSTRUCTION	NEW TREATMENT DISPOSAL METHODS	EXISTING TREATMENT DISPOSAL METHODS
<input type="checkbox"/> New Build (including basement & future development of basement) No. of new bdrms: _____ <input type="checkbox"/> Second Dwelling No. of new bdrms: _____ <input type="checkbox"/> Addition No. of new bdrms: _____ No. of existing bdrms: _____ (including basement & future development of basement) <input type="checkbox"/> Basement Development No. of new bdrms: _____ <input type="checkbox"/> Secondary/Garden Suite No. of new bdrms: _____ <input type="checkbox"/> Accessory Building No. of bathrooms: _____ No. of Existing Bdrms in Primary Dwelling: _____ (including basement & future development of basement)	Complete all applicable items: <input type="checkbox"/> Holding Tank Only Size: _____ <input type="checkbox"/> Septic Tank Size: _____ <input type="checkbox"/> Treatment Mound Size _____ <input type="checkbox"/> Disposal Field _____ <input type="checkbox"/> Open (surface) Discharge _____ <input type="checkbox"/> Packaged Sewage Treatment Plant _____ <input type="checkbox"/> Other: _____	Year of installation: _____ <input type="checkbox"/> Holding Tank Only Size: _____ <input type="checkbox"/> Septic Tank Size: _____ <input type="checkbox"/> Treatment Mound Size _____ <input type="checkbox"/> Disposal Field _____ Length of laterals: _____ Width between laterals _____ <input type="checkbox"/> Open (surface) Discharge _____ <input type="checkbox"/> Packaged Sewage Treatment Plant _____ <input type="checkbox"/> Other: _____

**Applicant Declaration:** I understand that this form is not a Private Sewage Disposal System (PSDS) permit application and will be required to apply for a PSDS permit prior to the new system being installed. **F.O.I.P. Notification:** Personal information is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act and section 63 of the Safety Codes Act. It will be used for processing permit applications, issuing permits, safety codes compliance monitoring and verification. Questions regarding the collection of personal information can be directed to the F.O.I.P. Coordinator 403.350.2150.

Installer's Name (print) \_\_\_\_\_ Certified Installer's Signature \_\_\_\_\_  
 Private Sewage Installer's Certification Number: PS: \_\_\_\_\_ Homeowner's Signature (homeowner permit only) **Homeowner Declaration: By signing this I hereby certify that I own/will own and occupy this dwelling.**

**Validation Section to be completed by the Plumbing Safety Codes Officer.**  
**Special Conditions: See Preliminary Plans Review. This is NOT a private sewage permit.**  
 Safety Codes Officer's Name: \_\_\_\_\_ Safety Codes Officer's Signature: \_\_\_\_\_  
 Designation No.: \_\_\_\_\_ Review Date: \_\_\_\_\_


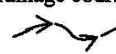




**Onsite Sewage System Site Evaluation Lot Diagram Field Sketch and Notes**

Project Name:

Lot or Legal Description:

Date:

														<p>Show the proposed location of the onsite sewage system and the following items indicating their distances from the proposed system:</p> <p>trees floodplains wells water sources surface water bedrock outcrops buildings property lines easement lines ditches or</p> <p>interceptors banks or steep slopes</p> <p>fills driveways existing sewage systems underground utilities soil test pit and borehole locations</p>
<p>drainage course</p> 		<p>slope direction</p> 		<p>borehole BH 1</p> 		<p>Test Pit P1</p> <input type="checkbox"/>								

**Comments:**

Property line GPS coordinates:  
 GPS coordinates of well:  
 GPS coordinate of tank:  
 GPS coordinates of soil treatment component corners:

**Additional information is required separately for the system design detail.**





# 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: \_\_\_\_\_