

Development Permit Application

IMPORTANT: Anyone proceeding with a development without a valid development permit does so at their own risk and is subject to any actions Big Lakes County may take under authority of the Municipal Government Act (MGA).

IMPORTANT: A Development Permit is not a Building Permit. Depending on your development, you may also require one or more additional provincial permits such as a Building, Electrical, Gas, Plumbing, or Private Sewage permit.

1. Complete and sign '*Application for Development Permit*' form including the *Site Plan* (attached) and any other information required, giving the dimension of the lot and the distances from the proposed development to property lines on all four sides. If a variance is being sought, a '*Development Permit Variance Request*' is also required.
2. Include the appropriate *Application Fee*:
 - a. See reverse page for development related Schedule of Fees.
 - b. Fee refunds for development permit applications will not be considered.**
 - c. Note that the penalty for development that has begun prior to obtaining a permit is:
 - i. Residential & residential accessory buildings & uses - \$500 plus regular application fee;
 - ii. Commercial/Industrial/Institutional - \$1,500 plus regular application fee;
 - iii. All other uses - \$500 plus regular application fee.
3. The County office may place a notice in the newspaper and on County social media sites upon approval of the application by the Development Officer/Municipal Planning Commission.
4. You will receive the Notice of Decision and a copy of the Development Permit Application in the mail dated the day the decision was made. There is an appeal period of 21 days following the Date of Issuance of Notice of Decision.
5. A copy of the Development Permit and Application are sent to various other agencies that require a copy of the approved development permit.
6. The Development Permit is subject to conditions outlined in the Notice of Decision.
7. If your application has been refused or approved subject to conditions set forth by the Development Authority, you can appeal the decision to the *Subdivision and Development Appeal Board*. If an applicant wishes to appeal the decision, a written notice of appeal must be served to the Subdivision and Development Appeal Board Secretary within 21 days after the date on which the decision is made. An application fee of \$250.00 per appeal shall apply. Appeals may be delivered to:

Secretary, Subdivision and Development Appeal Board
Box 239
High Prairie AB T0G 1E0
Phone 780-523-5955 Fax 780-523-4227



Schedule of Fees

Residential

Single Detached Family Dwelling	\$100
Additions and Accessory structures (incl. deck, covered deck, shed, detached garage, gazebo, garden suite, over height fence)	\$50
Multi-family (row house, duplex, semi-detached)	\$200
Recreational Vehicle Parking Space	\$50
Municipal Address Sign	\$100

Commercial / Industrial / Institutional

New construction/development	\$500 + \$50 per \$100,000 of project cost
Accessory structure	\$500
Relocatable Industrial Camp Facility (bunkhouse)	\$250
Natural Resource Extraction	\$250
Minor Home Occupation	\$50
Major Home Occupation	\$100

Miscellaneous

Change of Use (building or site)	\$100
Building Demolition	\$50
Filling	\$50
Land Farming for remediation of oilfield waste & petroleum storage sites	\$100

Development permit applications will be accepted for multiple structures on the same application (i.e. dwelling and shed); however, permit fees for each structure/use will be applied.

Example:

<i>Dwelling</i>	<i>\$100 fee</i>
<i>Shed</i>	<i>\$50 fee</i>
<i>Total fee</i>	<i>\$150</i>

Request for variance of any regulation (including setbacks)	\$100 + regular fee
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Penalties *(after development has commenced)*

Residential and residential accessory buildings & uses	\$500 + regular fee
Commercial / industrial / institutional	\$1,500 + regular fee

All other uses

\$500 + regular fee

Development Permit Application

Application No. _____
 Date Received _____
 Date Completed _____ Roll No. _____
 Fee Received _____ Deadline _____

I / We understand that this application will only be processed if submitted in complete form and accompanied by the applicable fee.

A "completed" application includes the forms filled out, signatures, site plan, fees and any other information the development authority deems necessary to make an informed decision.

APPLICANT INFORMATION		COMPLETE IF DIFFERENT FROM APPLICANT	
APPLICANT:		REGISTERED LANDOWNER:	
MAILING ADDRESS:		ADDRESS:	
TELEPHONE:	ALTERNATE TELEPHONE:	TELEPHONE:	ALTERNATE TELEPHONE:
E-MAIL		E-MAIL	

SITE INFORMATION

LEGAL DESCRIPTION:

QTR/LSD	SEC	TWP	RGE	W5M	OR	REGISTERED PLAN	BLOCK	LOT
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LAND USE DISTRICT:

PARCEL SIZE:

LENGTH	<input type="checkbox"/> ft	WIDTH	<input type="checkbox"/> ft	OR	<input type="checkbox"/> ACRES
	<input type="checkbox"/> m		<input type="checkbox"/> m		<input type="checkbox"/> HECTARES

EXISTING BUILDINGS & PRESENT USE:

DEVELOPMENT INFORMATION

Dwelling Built Onsite (incl. home additions)
 Manufactured Home (Mobile)
 Moved in Building
 Change of Use
 Dwelling Built Offsite
 Deck, Garage, Shop, Shed (circle one)
 Temporary Structure
 Home Occupation
 Second Residence on Parcel
 Other _____

ADDITIONAL INFORMATION: _____

DEVELOPMENT INFORMATION CONT...

BUILDING DIMENSIONS: ft
 m

BUILDING HEIGHT: ft
 m

INDICATE THE PROPOSED SETBACKS FROM THE PROPERTY LINES: (N,S,E,W) Note that your front yard is the yard that your access is facing, unless you have a lake lot where the front yard is the lake and rear yard is the access.

Front Yard (N, S, E, W)
 ft
 m

Rear Yard (N, S, E, W)
 ft
 m

Side Yard 1 (N, S, E, W)
 ft
 m

Side Yard 2 (N, S, E, W)
 ft
 m

TYPE OF WATER SUPPLY: _____ TYPE OF SEWAGE DISPOSAL: _____

ESTIMATED DATE OF COMMENCEMENT: _____ COMPLETION: _____ COST OF PROJECT: \$ _____

RURAL ADDRESS SIGNAGE

DO YOU HAVE A RURAL ADDRESS SIGN? YES ADDRESS: _____ NO

GEOGRAPHY

ARE ANY OF THE FOLLOWING WITHIN ½ MILE (800 METRES) 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 sewage lagoon | <input type="checkbox"/> Yes <input type="checkbox"/> No | Sour Gas Well or Pipeline | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| River or Waterbody | <input type="checkbox"/> Yes <input type="checkbox"/> No | Multi Lot Residential Subdivision | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Slopes of 15% or greater | <input type="checkbox"/> Yes <input type="checkbox"/> No | Provincial Highway | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Metis Settlement / First Nation | <input type="checkbox"/> Yes <input type="checkbox"/> No | Other Municipality | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Abandoned Well | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

LONG TERM IMPLICATIONS

If you are starting a new residential building site, please note the following:

- Ensure that your site sketch includes your residence and major accessory buildings, even if they are not to be constructed at this time.
- Be advised that if your future plan is to subdivide at a later date, panhandle subdivisions are not permitted unless there is a physical justification. You can check with a subdivision officer to determine if your site plan lends itself well to future subdivision.
- Is your setback from the roadway sufficient if the road is widened?
- Have you verified the location of your property pins?
- Are your water, sewer, and residence spaced properly?

DECLARATION

I/We do ___ or do not ___ give consent for an authorized person of Big Lakes County to enter upon the subject land for the purposes of making a site inspection in order to evaluate the proposed development permit application.

Big Lakes County’s designated assessors may visit the property to confirm and verify the information contained within this permit. Please note that Notification of Inspection is deemed to be satisfied upon issuance of permit under Section 294 of the Municipal Government Act RSA 2000, Chapter M-26. Information collected during the inspection is done so under Section 295 of the Municipal Government Act RSA 2000, Chapter M-26.

APPLICANT:

I/We make this application and hereby certify that I am/We are the registered owner(s) and acknowledge all plans and information submitted are, to the best of my knowledge, true and accurate:

Date

Applicant’s Signature

Applicant’s Signature

REGISTERED OWNER (If other than applicant):

I/We hereby certify that I am/We are the registered owner(s) of the lands in questions and authorized the above-mentioned party to make application for the described development.

Date

Registered Owner’s Signature

Registered Owner’s Signature

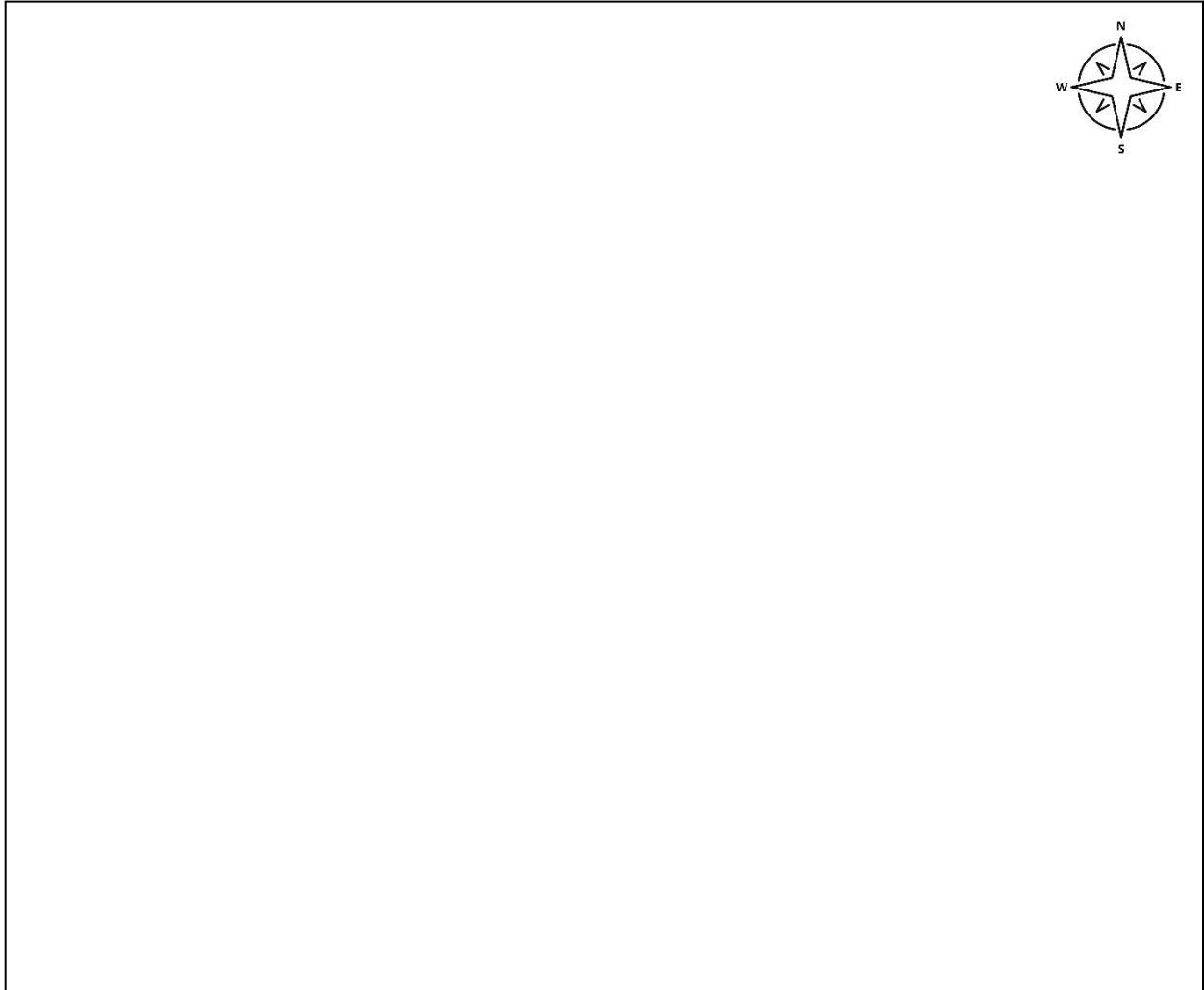
The personal information on this form is being collected for the purpose of processing the Development Permit Application under the Authority of the Freedom of Information and Protection of Privacy (FOIP) Act and is protected by the FOIP. If you have any questions about the collection, contact the Big Lakes County FOIP Assistant at phone 780-523-5955.

Proposed Development Sketch

Lot ___ Block ___ Registered Plan _____

1/4 ___ Section ___ Twp ___ Rge ___ W5 Meridian

Site Plan



- Please use the above square to represent the quarter section where development may occur. Draw your parcel and show its dimensions (this does not need to be scale). In the case of multi-lot subdivisions, use the above square to represent your entire lot.
- Indicate where buildings are and distances **from all property boundaries**. Also show distances **between** dwelling units and all other buildings.
- Include the location of all roads and/or road allowances. Show the location of the access to your property.
- Include shelterbelts, septic systems, utility lines, watercourses, steep slopes, or any other feature used to determine the location of the proposed development.

Sample Site Sketch

Lot ___ Block ___ Registered Plan _____

1/4 SE Section 30 Twp 74 Rge 17 W5 Meridian

Site Plan

