

Office Use Only

Application Fee: _____ DB MC VISA CHQ CSH Receipt Number: _____ Date: _____

Permit Number: _____ Zoning: _____ Roll No.: _____ Parcel Size: _____

Applicant/Landowner Information

Name of Applicant _____

Mailing Address _____

Email: _____ Telephone: _____

Registered Owner _____

Parcel Information

Legal Description: Quarter of Section _____ Township _____ Range _____ W4th Meridian

Certificate of Title # _____

Registered Plan # _____ Lot _____ Block _____

Street Address of Property to be developed _____

Proposed Development Information

Describe Proposed Development:

Estimated Cost of Development _____ New Development Existing Development

Signature

Appeal Notice

It is understood that if this application is approved or refused by the Development Authority, it may be appealed to the Subdivision and Development Appeal Board (SDAB). It is further understood that the SDAB may confirm, revoke, or vary the Development Permit or any condition as a result of such an appeal being duly served, and that any work undertaken prior to an appeal being filed is entirely at the applicant's risk.

Applicant Signature

Interest of Applicant if not Registered Owner

Print Name

Date

This factsheet provides information on Sections 294 (“Right to enter and inspect property”) and 683.1(1) (“Development Applications”) of the Municipal Government Act.

In accordance with Section 294(1) of the Municipal Government Act:

1. After giving reasonable notice to the owner or occupier of any property, an assessor may at any reasonable time, for the purpose of carrying out the duties and responsibilities of the assessor under Parts 9 to 12 and the regulations.
 - a. Enter on and inspect the property
 - b. Request anything to be produced, and
 - c. Make copies of anything necessary to the inspection

In accordance with Section 683.1(1) of the Municipal Government Act:

1. the Development Authority must, within 20 days after receipt of an application for a development permit, make a determination whether the application is complete.
2. An application for development permit is complete if,
 - a. In the opinion of the Development Authority, the application contains the documents and information necessary to review the application and in accordance with this Section, or
 - b. The Development Authority does not make a determination within 20 days after receipt of an application for a development permit.
3. The time period to determine if the application is complete may be extended by an agreement in writing between the applicant and the Development Authority.
4. If the Development Authority determines the application is complete, the Development Authority must issue to the applicant an acknowledgement that the application is complete.
5. **If the Development Authority determines that the application is incomplete within the 20 days, the Development Authority must issue to the applicant a notice that the application is incomplete. The notice must state that the application is incomplete and any outstanding documents and information must be submitted by the date indicated on the notice.**
6. If the Development Authority determines that the information and documentation submitted under the notice stated in (5) above, is complete, the Development Authority must issue to the applicant an acknowledgement in accordance with Section 683.1 (7) of the Municipal Government Act that the application is complete.
7. If the applicant fails to submit all the outstanding information and documentation on or before the date referred to in (5) above, the applicant is deemed to be refused.
8. If an application is deemed to be refused in accordance with (7) above, the Development Authority must issue to the applicant a notice stating that the application has been refused in accordance with Section 683.1 (9) of the Municipal Government Act.
9. Notwithstanding Section 683.1 of the Municipal Government Act, in the course of reviewing the application, the Development Authority may request additional information or documentation from the applicant that the Development Authority considers necessary to review the application.

NOTE: This factsheet is provided for your information only. The full Municipal Government Act (current as of January 1, 2018) can be viewed electronically at <http://www.qp.alberta.ca/documents/acts/m26.pdf>.

Application Status (To be filled out by office staff only)

This application was received by the Development Authority and deemed complete on:

Date: _____ DA Initial: _____

This application was received by the Development Authority and will be examined for completeness in accordance with Section 683.1 (1) of the Municipal Government Act.

Date: _____ DA Initial: _____

OR

Approval/Denial:

Date: _____ Permit # Issued: _____

Issued By: _____ Signed: _____

Check List

Application Form – The application must be completed in full and signed by the registered owner(s) or agent acting on their behalf.

Detailed Site Plan – Refer to the sample site plan following the Development permit application for Site Plan requirements.

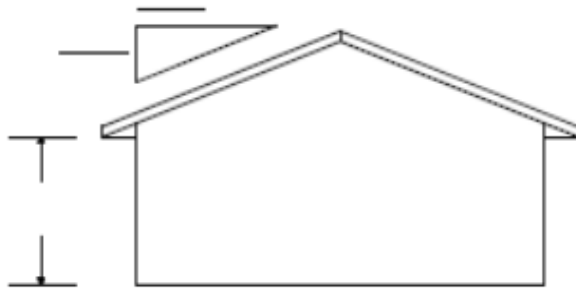
Building Elevation Drawings – Elevation drawings of the front, rear, and two sides of the building/addition, including exterior dimensions and sizes of openings (i.e. windows and doors)

Floor Plans – Floor plans for all developed floors, including the area of each floor (i.e. square footage) and labelled rooms

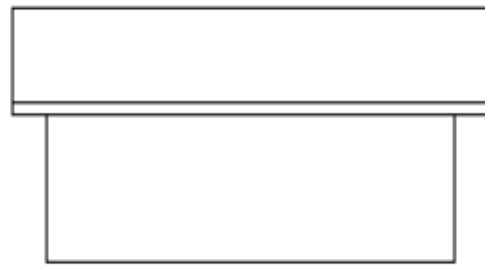
Elevations

Please complete the following information on the drawings below:

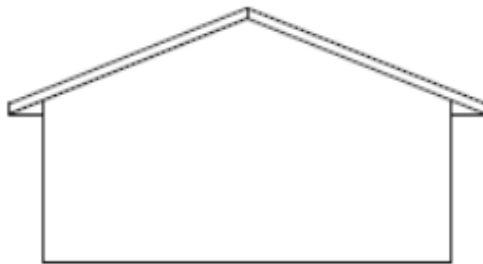
- Label each elevation (i.e. North, South, East, West)
- Show all door and window locations and sizes on all elevations
- Indicate slope of roof (i.e. 3:12)



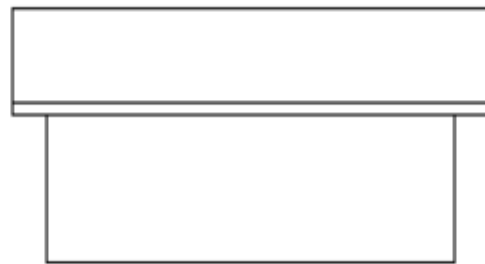
_____ Elevation



_____ Elevation



_____ Elevation

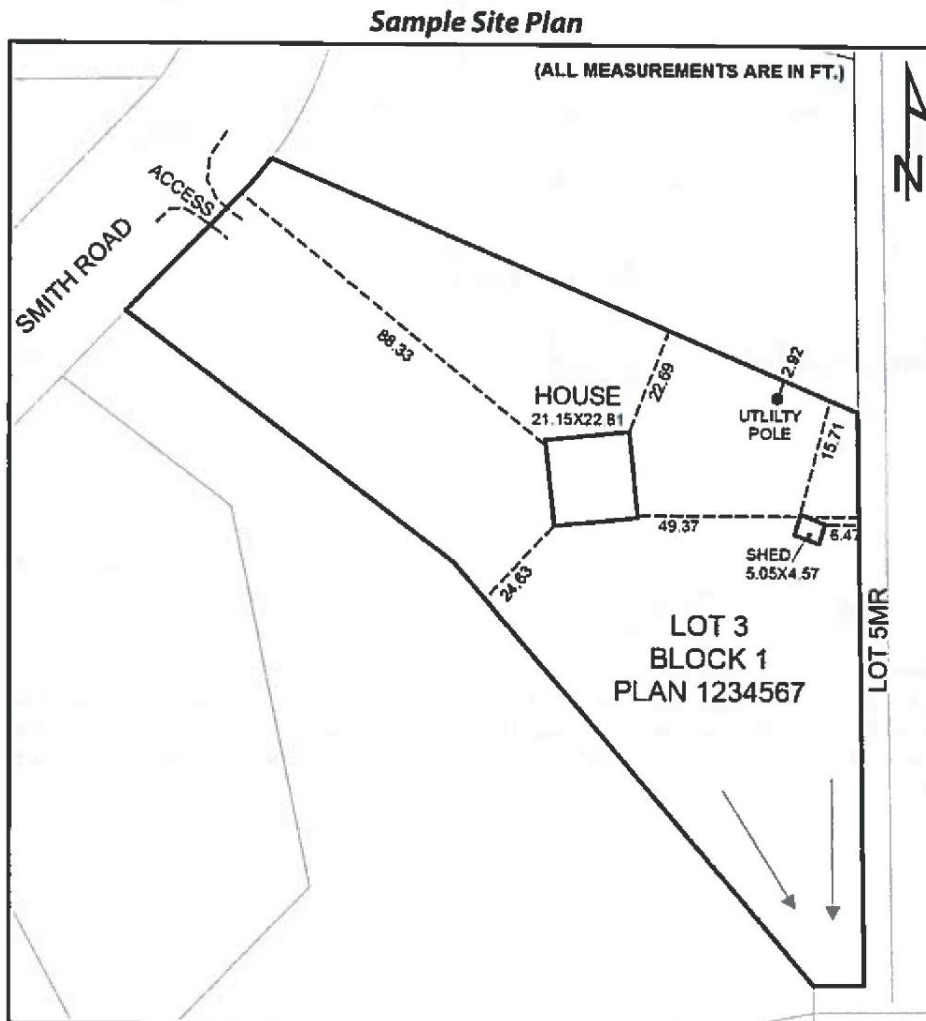


_____ Elevation

Site Plan Requirements

Below are the standard site plan requirements for all applications. Further requirements specific to your application are included in the checklist.

- Indicate setback distances from all property boundaries for new and existing developments, and specify the units.
- Indicate distances between structures
- Indicate north on the site map
- Identify all abutting roads
- Identify all easements and right of ways
- Indicate the location of the access to the property
- Identify site grading and drainage (indicated with directional arrows)



Floor Plan Sketch

