

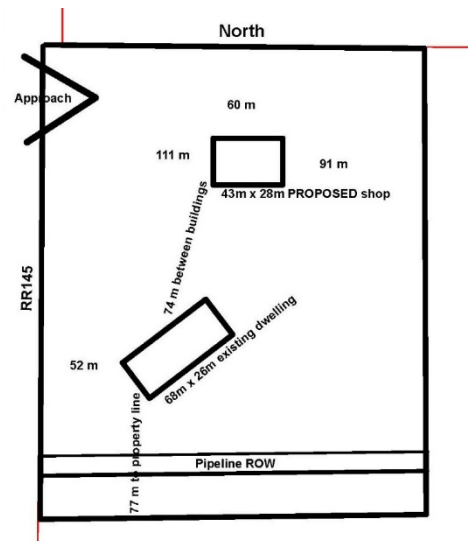
## GENERAL INFORMATION FOR DEVELOPMENT PERMIT APPLICATIONS

- The Development Authority may deem a development permit application incomplete if any of the application requirements are incomplete/missing or the quality of the information is deemed inadequate to properly evaluate the application.
- Plans and drawings of the proposed development and the site must be submitted in sufficient detail to enable adequate consideration of the application. While it is not necessary for plans and drawings to be professionally prepared, they must be accurate and to a scale appropriate to the development.
- The Development Officer will advise applicants of the process and requirements for the development permit application, but any such advice shall not be taken as official consent for any construction. Any development started before the permit is issued or before the expiration of the appeal period is at the applicant's own risk.
- If a decision is not made on a deemed complete application within 40 days of its submission date, or an agreed upon extension approved by the applicant in writing, the application is deemed to be refused. The applicant may then exercise the right of appeal.
- A development permit is not the same as a building permit nor does it override any Provincial or Federal approval. The applicant is responsible for determining and obtaining any other required Provincial and Federal approvals prior to the commencement of construction.
- All construction/installation/development undertaken as a result of this development permit approval is regulated by the Alberta Safety Codes Council (SCC). The applicant/owner/developer assumes all responsibility pertaining to construction plan submissions, approvals and inspections as may be required by the SCC.

## SITE PLAN REQUIREMENTS

The submitted site plan must show the following information:

- ☐ Location and dimensions of the proposed development
- ☐ Location and dimensions of existing buildings, structures and uses on the site; this includes decks, concrete pads, sheds, canals, dugouts, attached and detached garages, Quonsets, grain bins, etc.
- ☐ Setback distances from all structures to property lines
- ☐ Distances between all structures
- ☐ North arrow and scale bar
- ☐ Labels on adjacent highways, roads and lanes
- ☐ Location and labels for access from road and driveway for the parcel
- ☐ Location of any registered utility right-of-ways or easements
- ☐ Locations and labels of existing and proposed wells, septic tanks, disposal fields



*Note: This list is not exhaustive. Please be sure to include any other items that you or the Development Officer feel may affect the proposed development.*



183037 RR145 (Box 130), Brooks, AB T1R 1B2  
Office Hours: Mon-Fri 8:00 a.m. – 4:30 p.m.  
Email: [development@newellmail.ca](mailto:development@newellmail.ca)  
Web: [www.countyofnewell.ab.ca](http://www.countyofnewell.ab.ca)  
Phone: 403-362-3266

## DEVELOPMENT PERMIT APPLICATION

Permit No.

Please submit all permit applications to [development@newellmail.ca](mailto:development@newellmail.ca) for review and processing.

1. CONTACT INFORMATION	
Applicant Name:	
Mailing Address:	Postal Code:
Phone:	Email:
Registered Owner Name:	
Mailing Address:	Postal Code:
Phone:	Email:

2. LEGAL LAND DESCRIPTION								
Quarter:	NE <input type="checkbox"/>	NW <input type="checkbox"/>	SE <input type="checkbox"/>	SW <input type="checkbox"/>	Section:	Township:	Range:	W4 (e.g. SW-20-18-14-W4)
Lot(s):	Block:		Plan:					
Municipal/Street address:								
Area of Parcel:	Hectares		Acres					

3. DEVELOPMENT INFORMATION
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**a. For RESIDENTIAL development please check the applicable box below:**

- ☐ Single-detached dwelling ☐ Site built ☐ Ready-to-move ☐ Previously occupied ☐ Manufactured home  
☐ Other dwelling type: \_\_\_\_\_

**Previously lived in dwellings must have accompanying photos, the age of the dwelling, and will require a security deposit.**

- ☐ Accessory Building/Structure (deck/garage/shop) ☐ Addition

**b. For NON-RESIDENTIAL development please check the applicable box below AND complete the supplementary form:**

- ☐ Home Based Business 2 *Submit **Form A1** along with this Development Permit Application*  
☐ Commercial/Industrial *Submit **Form A2** along with this Development Permit Application*  
☐ Sign(s) *Submit **Form A3** along with this Development Permit Application*

**c. Access Information**

- ☐ Access off County Road; submit *Road Approach Agreement*  
☐ Access off Alberta Transportation Highway; submit *Alberta Transportation Roadside Application*

**d. Existing Development**

List the existing buildings, structures and use(s) on the land. Indicate if any will be removed or relocated.


**e. Development Description**

Describe the proposed development, including uses, buildings, and additions that are to be constructed as part of the application. **Include dimensions.**

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**f. Development Details – must be accurate**

Type	Size	Additional Information
Building/Structure/Dwelling	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> sq. ft	
Addition	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> sq. ft	
Height of building (grade to peak)	<input type="checkbox"/> m <input type="checkbox"/> ft	
Garage ( <input type="checkbox"/> Attached <input type="checkbox"/> Detached)	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> sq. ft	
<b>Yard Location</b>	<b>Proposed Setback</b>	
Front	<input type="checkbox"/> m <input type="checkbox"/> ft	
Rear	<input type="checkbox"/> m <input type="checkbox"/> ft	
Side	<input type="checkbox"/> m <input type="checkbox"/> ft	
Side	<input type="checkbox"/> m <input type="checkbox"/> ft	
Estimated <b>COST</b> of construction:		\$ CAD
Estimated <b>START</b> date:		(YYYY/MM/DD)

**g. Water & Sewer Services**

Indicate how the existing or proposed septic system and drinking water are or will be provided:

*Sewer:*

☐ Private Septic      ☐ Municipal  
☐ Other: \_\_\_\_\_

*Potable water:*

☐ Rural      ☐ Hauled Water      ☐ Municipal  
☐ Other: \_\_\_\_\_

**h. Variances**

Is a variance to one or more standards in the Land Use Bylaw being requested? ☐ Yes ☐ No

**If yes, please provide a letter supporting the rationale for the variance.**

**i. For development outside of a Hamlet**

Is your application within 1.6km (1 mile) of the following:

☐ Provincial Highway      ☐ Confined Feeding Operation      ☐ Sour gas well or pipeline

If applicable, show it/them on the *Site Plan* completed with this *Development Permit Application*.

**j. Please outline any other information that you believe to be relevant for the County regarding your development:**

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#### 4. DECLARATION OF APPLICANT / REGISTERED OWNER

*I have read and understand the General Information attached and hereby apply for a development permit to carry out the development described within this application, including any attached supplementary forms, plans, and documents.*

**I certify that the registered owner of the land is aware of and in agreement with this application.**

*I give my consent to allow authorized persons the right to enter upon the subject land and/or building(s) for the purpose of an inspection with respect to this application only.*

Date: \_\_\_\_\_ **Applicant Signature:** \_\_\_\_\_

**Registered Owner:** \_\_\_\_\_  
(Required, if different from applicant) Print Name Signature

**OR**

☐ Written approval has been submitted by the registered owner stating that the applicant is authorized to sign the application form.

Date written approval was submitted: \_\_\_\_\_

**Collection Statement:** The personal information collected on this form will be used to process and issue permits and for safety codes compliance monitoring and verification. This collection is authorized under section 4 (c) of the Protection of Privacy Act and will be protected by section 10 of the Protection of Privacy Act and section 63 of the Safety Codes Act. It will be used to process the development permit application, prepare referral notifications if needed, and to contact the applicant when required. The name of the applicant and nature of the application may be included on reports provided to the municipality or made available to the public as required or allowed by legislation. Please direct any questions about this collection to the Privacy Officer for the County of Newell at 403-362-3266 or [administration@newellmail.ca](mailto:administration@newellmail.ca).

5. SITE PLAN

Include everything listed under **Site Plan Requirements** (attached)

*Dimensions on the site plan may be in Metric or Imperial, please use one or the other consistently, not both.*

Legal Description: \_\_\_\_\_



*I verify that, to the best of my knowledge, the site plan, either above or attached to this application, is true and accurate.*

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**