



DEVELOPMENT PERMIT APPLICATION SUBMISSION REQUIREMENTS TO BE DEEMED COMPLETE

The following is required when submitting a development permit application. Missing information will result in the application being deemed **incomplete**. Applicants are encouraged to contact the County Office to schedule a consultation prior to submitting a development permit application.

Application Form

- Filled out fully
- Signed by authorized person
 - If the applicant is not the registered owner (named on Title), one of the following is required:
 - ✓ A written statement, signed by the registered owner, consenting to the application, or
 - ✓ The application must be signed by the registered owner.

Application Fee (non-refundable)

Refer to the *Schedule of Fees Bylaw*.

Site Plan

The plan or sketch may be provided on a separate sheet and attached to the application form. Dimensions may be in Metric or Imperial, please indicate which is being used.

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

Road Approach Agreement / Development Agreement

Signed by the applicant, reviewed and signed by Municipal Services.

Historical Resource Area (HRA) Search

HRA search is conducted by the Development Officer.

- If follow up is required, it is the applicant's responsibility to do so and also to submit required information to the DO; the application is not complete until follow up information is submitted.

Environmentally Significant Area (ESA) Search

ESA search is conducted by the Development Officer.

- If follow up is required, it is the applicant's responsibility to do so and to submit required information to the DO; the application is not complete until follow up information is submitted.

Wetland / Water Act Clearance

Wetland search is conducted by the Development Officer.

- If follow up is required, it is the applicant's responsibility to do so and to submit required information to the DO; the application is not complete until follow up information is submitted.

Alberta Energy Regulator Abandoned Well Information

Abandoned well information is obtained by the Development Officer.

- If follow up is required, it is the applicant's responsibility to do so and to submit required information to the DO; the application is not complete until follow up information is submitted.

WHERE APPLICABLE, the following may also be required for the application to be deemed complete:

- Alberta Transportation Roadside Development Permit
- Rural Address Application
- Access Easement or other agreement(s)
- Stormwater Management Plan
- Geotechnical Survey and Report
- Soils Analysis
- Sign Application
- Hamlet Water Metre

Specific Land Use Bylaw Requirements

*Each application will have use-specific requirements that the Development Officer may require the applicant to submit, prior to deeming the application to be **COMPLETE**.*

For example, an application for a medical marijuana facility requires Federal approval prior to obtaining Municipal approval. Therefore, a DP application in order to be Deemed Complete, requires Federal approval.