



# Development Permit Application Form

<b>Office use only</b>					
Application Fee: _____	<input type="checkbox"/> DB <input type="checkbox"/> MC <input type="checkbox"/> VISA <input type="checkbox"/> CHQ <input type="checkbox"/> CSH	Receipt Number: _____	Date: _____	Rec'd By: _____	
Permit Number: _____	Zoning: _____	Div: _____	Roll No.: _____	Parcel Size: _____	

**IMPORTANT: THIS IS NOT A BUILDING PERMIT**

Any approvals granted regarding this application does not excuse the applicant from complying with the requirements of any Federal, Provincial or other Municipal Legislation or the conditions of any easement, restrictive covenant or agreement affecting the buildings or lands.

### Applicant/Landowner Information

Applicant Name: _____	(if different from Applicant) Registered Owner Name(s): _____
Mailing Address: _____	Mailing Address: _____
City: _____ Postal Code: _____	City: _____ Postal Code: _____
Ph: _____ Cell: _____	Ph: _____ Cell: _____
Email _____	Email _____

### Parcel Information

Plan		Block	Lot/Unit	Subdivision	
Meridian <input type="checkbox"/> W4 <input type="checkbox"/> W5 (select one)	Range	Township	Section	Quarter Section <input type="checkbox"/> PT <input type="checkbox"/> NW <input type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE (select one)	Municipal Address

### Proposed Development Information

Describe Proposed Development:

\_\_\_\_\_

\_\_\_\_\_

New Development  \*Existing Development

### Signature

**Appeal Notice (see reverse)**

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

The personal information provided by you is being collected under the authority of the *Municipal Government Act* and will be used for the purposes under that Act. The personal information that you provide may be made public, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. Questions regarding the collection and use of this information may be directed to the Freedom of Information & Protection of Privacy Coordinator for Parkland County at 780-968-3229.

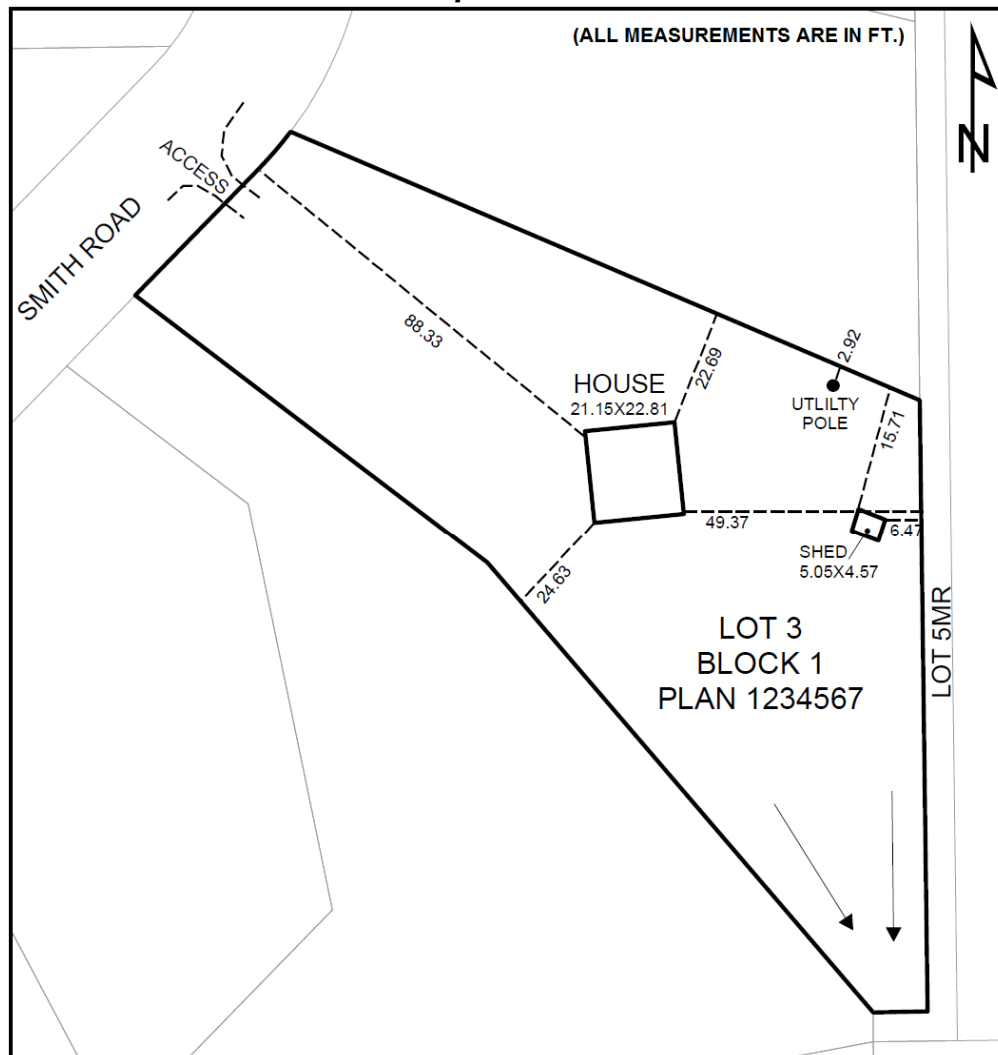
\*All development and construction that occurs prior to permit issuance is subject to a penalty which amounts to double the current permit fee. A Stop Work Order may also be issued.

## 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.
  - ✓ Setback requirements can be obtained from Parkland County's Land Use Bylaw 20-2009 after identifying your property's zoning by visiting <http://maps.parklandcounty.com/discoverparkland/>, or calling Planning & Development Services.
- Indicate distances between structures
- Indicate north on the site plan
- 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)

### Sample Site Plan





# COTTAGE INDUSTRY APPLICATION PACKAGE

Permit Number \_\_\_\_\_

In order for your Development Permit Application to be deemed complete for acceptance and processing by Parkland County, the following Mandatory Items must be provided.

**NOTE:** A cottage industry use is not permitted within a multi-parcel residential subdivision.

## Mandatory Items

**Documents submitted shall be legible and no larger than 11" x 17" page size.**

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

**Application Fee** – Applicable fees are set out in Parkland County's Departmental Fees and Charges and will be \$300.00 for cottage industry developments.

**Certificate of Title** – A title no older than 14 days from the date of application. Parkland County can obtain the title for a fee of \$10.00.

**Detailed Site Plan** – Refer to the sample site plan following the Development Permit application for Site Plan requirements. If applicable, also include:

- |   |  |
|---|--|
| Identify all building(s) associated with the cottage industry | Setbacks                               |
| Where each type of business will be located on site           | Parking areas                          |
| Areas of outdoor storage                                      | Signage (include drawings and details) |

**Building Elevation Drawings** – Elevation drawings of the front, rear, and two sides of proposed building, 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 labeled rooms.

**Description of Cottage Industry** (use separate sheet if needed) \_\_\_\_\_

**Traffic Impact** (# of client and employee vehicles per day – please provide a range) \_\_\_\_\_

Will the traffic impact be seasonal (i.e. more intense in certain periods than others?)      Yes      No

If yes, please describe: \_\_\_\_\_

**Days & Hours of Operation** \_\_\_\_\_

**Employees Info** (#, full-time, part-time or seasonal?) \_\_\_\_\_

**On-site Equipment Related to Business** (including vehicles) \_\_\_\_\_

**Public Engagement Results** (if required by the Development Authority): Include on separate sheet(s)

**Future Expansion Plans** (If applicable) \_\_\_\_\_

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

**OR**

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: \_\_\_\_\_

Please see reverse for more information on Section 683.1 of the *Municipal Government Act*.

**This factsheet provides information on Section 683.1 ("Development Applications") of the *Municipal Government Act*.**

1. In accordance with Section 683.1(1) of the Municipal Government Act, 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 acknowledgment 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 application 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 Jan 1, 2018) can be viewed electronically here: <http://www.qp.alberta.ca/documents/Acts/m26.pdf>.