



Development Permit Application Form

Office use only					
Application Fee: _____	<input type="checkbox"/> DB <input type="checkbox"/> MC <input type="checkbox"/> VISA <input type="checkbox"/> CHK <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.

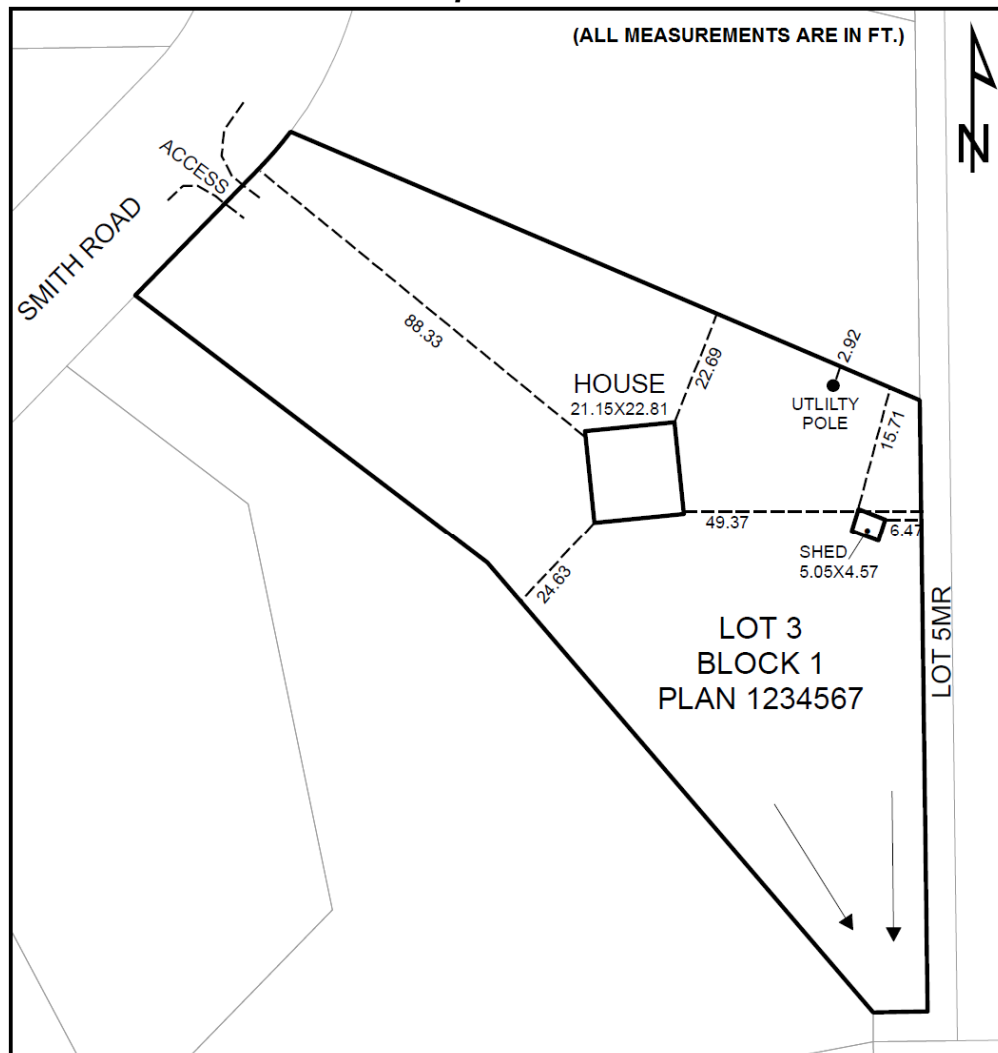
*All development and construction that occurs prior to permit issuance is subject to a penalty which amounts to double the current permit fee. A Stop Work Order may also be issued.

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





INDUSTRIAL / COMMERCIAL DEVELOPMENT 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, and the Additional Items for New Development if applicable, must be provided.

PLEASE HAVE DIGITAL COPIES OF ALL DRAWINGS READY FOR SUBMISSION

Mandatory Items

- 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 fee is set out in Parkland County’s Departmental Fees and Charges, and is typically \$300 plus \$0.05 per square foot of all floors (to maximum of \$5,000) for industrial / commercial development.
- Certificate of Title** – A title no older than 14 days from the date of application. Parkland County can obtain for a fee of \$10.00.
- Landscaping Plan** – Professionally drafted landscaping plan with legend. Provide one copy and one digital copy
- Detailed Site Plan** – Refer to the sample site plan on the next page for plan requirements. Include a digital copy
 - Indicate location and descriptions of all outdoor storage areas
- Building Elevation Drawings** – Elevation drawings of the front, rear, and two sides of the building, including exterior dimensions and sizes of openings (i.e. windows and doors). Include a digital copy.
- Floor Plans** - Floor plans for all developed floors, including the area of each floor (i.e. square footage) and labeled rooms. Include a digital copy.
- Name of Business** _____
- Description of Business** _____
- Traffic Impact**
 - Clients / public visits per day: _____
 - Truck traffic movements: _____
- Number of Employees** _____
- Days & Hours of Operation** _____
- Describe All Items/ Equipment Stored Onsite** (indoor & outdoor) _____
- Signage Dimensions, Artwork (if applicable)** – Include a digital copy

Additional Items for New Development

Please include the items this section if the application is for a new development, requiring new buildings and infrastructure to be constructed onsite.

PLEASE HAVE DIGITAL COPIES OF ALL DRAWINGS READY FOR SUBMISSION

- Plans that MUST BE Engineered Stamped / Signed:**
 - Site Drainage and Grading Plan (one copy)
 - Site Servicing Plan (two copies)
 - Access Details (one copy)
 - Erosion and Sedimentation Control Plan (one copy)
 - Indicate location and descriptions of all outdoor storage areas
- These plans MUST meet the following standards:
- ✓ **In Standard A-1 drawing size (594mm x 841mm) with profile located at the bottom**
 - ✓ Drawings prepared to 1:1000 scale (overall plan), 1:500 scale (horizontal), 1:50 (vertical)
 - ✓ All dimensions must be in metric units
 - ✓ Refer to Parkland County website for full Engineering Design Standards at <https://www.parklandcounty.com/en/do-business/resources/planning/Engineering-Design-Standards.pdf>

(Application Status on the back) →

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 below for more info 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>.