



ACCESSORY DEVELOPMENT APPLICATION FORM

Please Email Applications to development@parklandcounty.com

OFFICE USE ONLY		
Application Fee Total: \$	Development Permit Fee (DAF): \$ <i>Tax Exempt</i>	Certificate of Title (TITL): \$ <i>Tax Exempt</i>
Date:	Received By:	Receipt Number:
Development Permit #	Receipt Made to: <input type="checkbox"/> Applicant <input type="checkbox"/> Landowner	

PARCEL INFORMATION				
Plan	Block	Lot/Unit	Subdivision	
Meridian <input type="checkbox"/> W4 <input type="checkbox"/> W5	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
Municipal Address:				

PROJECT INFORMATION	
Type of Development	
Does this development require a variance to height, setbacks, or site coverage, etc.?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please include the variance request form with this application.</i>

APPLICANT INFORMATION		
Name:	Company:	
Address:		
City:	Province:	Postal Code
Email Address:	Phone Number:	
Name or Business Name to be listed on permit:		

LANDOWNER INFORMATION (If different from above)		
Name:	Company:	
Mailing Address:		
City:	Province:	Postal Code
Email Address:	Phone Number:	

LANDOWNER AUTHORIZATION	
This signature is to advise that I/we, am/are the owners of the above-referenced property and hereby authorize the above applicant to act as an agent for the address noted above in all matters relating to this project including applying for development and building permits within Parkland County.	
Registered Owner Name:	Date:
Signature:	

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APPLICANT DECLARATION

- I hereby consent to receive communication and development permit decision through electronic means.
- It is understood that if this application is approved or refused by the Development Authority it may be appealed to either the Subdivision and Development Appeal Board (SDAB) or the provincial Land and Property Rights Tribunal (LPRT), depending on parcel location. It is further understood that the SDAB or the LPRT 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.
- 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.
- Permit fees will automatically be doubled for development that has been started or completed before a development permit has been issued.

I confirm by my signature below that the information contained in this application, including plans and details, is to my knowledge, true and complete:

Applicant Name:

Date:

Signature:

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 (FOIP). If you have any questions about the collection, use, and disclosure of this information, please contact the FOIP Coordinator at Parkland County, 53109A HWY 779, Parkland County, Alberta T7Z 1R1 (780-968-8888) or email foip@parklandcounty.com.



ACCESSORY DEVELOPMENT APPLICATION PACKAGE

For your Development Permit Application to be deemed complete for acceptance and processing by Parkland County, the following Mandatory Items and any applicable Additional Items must be provided.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

BUILDING COVERAGE & DIMENSIONS

Building Coverage– The total square footage and height for all existing and proposed accessory buildings on the property

New proposed Accessory Building Dimensions

Width:

Length:

Height:

Accessory Building Type (i.e. shed, sea can, garage, shop, greenhouse, gazebo, etc.)	Structure Size (portion of land covered by building)		Height (from inside wall grade to peak of roof)	
	Sq. Feet	Sq. Meters	Feet	Meters
Total:				

SITE PLAN

Detailed Site Plan – A clear, legible site plan is required for Accessory Buildings that includes all the information below (see attached example on next page or use the template provided).

A Site Plan is required for **all development** and should be drawn to scale, show the entire parcel and include the following:

- legal description of subject property and all abutting properties;
- identification of all legal property lines;
- location of any proposed development on the site;
- location and dimensions of existing and/or proposed buildings including front, rear and side yard setbacks;
- identification of all abutting roads and existing and/or proposed access to the development;
- identification of all rights-of-way and easements within and abutting the subject property;
- identification of all drainage courses and/or the proposed storm water drainage plan;
- north arrow, scale, and date of drawing

FLOOR PLANS

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

- Detailed room dimensions and labelling
- For all floors including lofts

BUILDING ELEVATIONS

- 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).
- Must be professionally drafted
 - Building height and dimensions
 - Architectural finishes
 - For all four sides of the home (labelled North, East, South, West)

VARIANCE REQUEST (If Applicable)

Variance – Is a variance to either setbacks, height, or site coverage require for the development? YES NO
If Yes, please provide the following applicable details:

Setback Variance: Please provide the proposed setback and any relevant details on the proposed setback

Height Variance: Please provide the proposed height and any relevant details on the proposed height.

Site Coverage Variance: Please provide the proposed site coverage and any relevant details on the proposed site coverage.

Please explain why the variance request is necessary. (*Required for all variance requests. Attach a separate sheet if necessary.*)

ADDITIONAL INFORMATION

Land Title – Would you like the County to pull the land title for you? (\$10.50 fee)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does the site have direct access to a developed municipal road? (i.e. constructed approach)	<input type="checkbox"/> YES <input type="checkbox"/> NO
How many approaches are currently existing on the parcel?	
Are there any abandoned oil or gas well or pipeline present on the property? (Search available through AER)	<input type="checkbox"/> YES <input type="checkbox"/> NO

Is this associated with a business? If so, please fill out the Home Based Business Application Form

Proposed improvements to the structure if applicable (i.e. colour, texture, exterior finish):

COMMENTS (Optional)

Please use this room to provide any additional comments about your development.

For informational purposes only.

Please provide a detailed site plan with your application according to the following information.

SITE PLAN REQUIREMENTS

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

The Site Plan must include the following information in order for it to be considered complete:

- Location of all existing and proposed building(s);
- Dimensioned area of trees to be cleared for building pocket
- Size of proposed building(s);
- Distance of proposed development from property lines;
 - North, East, South, and West Property lines
- Distance from water sources such as floodplains, top of banks and waterbodies (sloughs, dugouts, rivers, creeks or wetlands) within or adjacent to the parcel;
- Distance from steep slopes
- Driveway / Access
- Abutting roadways
- All rights-of-ways, restrictive covenant(s), and easements within or adjacent to the parcel
- Legal Description of subject property

Setback requirements can be obtained from Parkland County's Land Use Bylaw 2017-2018 after identifying your property's zoning by visiting <https://maps.parklandcounty.com/discoverparkland/>

SAMPLE SITE PLAN

