



# CLEARWATER COUNTY

## APPLICATION FOR A DEVELOPMENT PERMIT

**FOR OFFICE USE ONLY**

DP NO.

PERMITTED  
DISCRETIONARY

RURAL ADDRESS

TAX ROLL NO.

I/WE HEREBY MAKE APPLICATION UNDER THE PROVISIONS OF THE LAND USE BYLAW FOR A DEVELOPMENT PERMIT, THE PLANS AND SUPPORTING INFORMATION SUBMITTED HERewith PART OF THIS APPLICATION.

APPLICANT(S)		PHONE:					
ADDRESS							
CITY		PROVINCE:					
POSTAL CODE		EMAIL:					
LANDOWNER(S)		PHONE:					
ADDRESS							
CITY		PROVINCE:					
POSTAL CODE		EMAIL:					
LEGAL LAND DESCRIPTION	¼ SEC.	TWP.	RGE.	W5M			
REGISTERED PLAN NO.	BLOCK		LOT				
LAND USE DISTRICT (ZONING)	PARCE SIZE	ACRES		SQ. FT.			
NO. OF DWELLINGS ON PROPERTY	COST OF CONSTRUCTION/DEVELOPMENT \$						
EXISTING BUILDINGS ON THIS PROPERTY							
TYPE OF DEVELOPMENT BEING APPLIED FOR							
BUILDING DIMENSIONS		METRES	FEET	BUILDING SIZE		SQ. M.	SQ. FT.
HEIGHT (GRADE TO PEAK)		METRES	FEET	WALL HEIGHT		METRES	FEET
ROOFING MATERIAL				EXTERIOR FINISH			
PLANNED START DATE				COMPLETION DATE			
<b>DISTANCES OF DEVELOPMENT FROM PROPERTY BOUNDARIES AND THE CENTRE-LINE OF ROADWAYS:</b>							
DISTANCE FROM CENTRE OF ROAD/HIGHWAY		FRONT YARD				METRES	FEET
DISTANCES FROM PROPERTY BOUNDARIES		FRONT YARD				METRES	FEET
		SMALLEST SIDE YARD				METRES	FEET
		REAR YARD				METRES	FEET
IS THE DEVELOPMENT WITHIN A ½ MILE OF A PROVINCIAL HIGHWAY?			IF YES, HWY NO.			YES	NO
IF YES, AN ALBERTA TRANSPORTATION ROADSIDE PERMIT IS REQUIRED				PROVIDED?		YES	NO
DOES THE PROPERTY CONTAIN AN OIL OR GAS WELL, FACILITY OR PIPELINE?						YES	NO
DOES THE PROPERTY CONTAIN AN ABANDONED WELL?						YES	NO
DOES THE PROPERTY CONTAIN A WATER BODY OR RIVER?			IF YES, NAME:			YES	NO
IS THE DEVELOPMENT NEAR A SLOPE OF 15% OR GREATER?						YES	NO
IS THE DEVELOPMENT WITHIN 1,000 FEET OF A CONFINED FEEDING OPERATION?						YES	NO
TYPE OF SEWAGE SYSTEM		(SEPTIC FIELD, HOLDING TANK, OPEN DISCHARGE, LAGOON, OTHER)					

IF THE DEVELOPMENT INVOLVES A MANUFACTURED HOME, PLEASE PROVIDE THE FOLLOWING:							
<i>(PLEASE NOTE: IF THE MANUFACTURED HOME IS OVER FIVE YEARS OLD, EXTERIOR PHOTOS MAY BE REQUIRED)</i>							
MANUFACTURER				YEAR			
MODEL				SIZE			
SERIAL NO.				PHOTOS PROVIDED?	YES	NO	

I/WE, BEING THE REGISTERED OWNER(S) OR AUTHORIZED APPLICANT, HEREBY GIVE CONSENT TO ALLOW ALL AUTHORIZED PERSONS TO ENTER THE ABOVE LAND AND TO RELEASE ANY PERSONAL INFORMATION PROVIDED HEREIN WITH RESPECT. I/WE CERTIFY THAT THE INFORMATION HEREON AND HERETO ATTACHED DOES, TO THE BEST OF MY KNOWLEDGE, TRUTHFULLY AND ACCURATELY PRESENT THE FACTS CONCERNING THE PROPOSED DEVELOPMENT.

I/WE AGREE THAT ELECTRONIC SIGNATURES ARE THE LEGAL EQUIVALENT TO WRITTEN SIGNATURES AND THAT ELECTRONIC SIGNATURES WILL HAVE THE SAME LEGALLY BINDING EFFECT AS A MANUALLY SIGNED AND DELIVERED PAPER COPY OF THIS DOCUMENT.

APPLICANT'S SIGNATURE	
REGISTERED OWNER(S) SIGNATURE(S)	
DATE	

THE PERSONAL INFORMATION IS BEING COLLECTED UNDER THE AUTHORITY OF THE MUNICIPAL GOVERNMENT ACT AND WILL BE USED TO PROCESS THE DEVELOPMENT PERMIT APPLICATION. IT IS PROTECTED BY THE PRIVACY PROVISIONS OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT. IF YOU HAVE ANY QUESTIONS ABOUT THE COLLECTION OF THIS PERSONAL INFORMATION, PLEASE CONTACT CLEARWATER COUNTY, 4340-47 AVE, P.O. BOX 550, ROCKY MOUNTAIN HOUSE, AB. T4T 1A4. TELEPHONE (403) 845-4444.

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IMPORTANT NOTES ON REVERSE

APPROACH REFERRAL TO PUBLIC WORKS?	YES	NO	DATE SENT	
DATE RECEIVED			DATE COMPLETED	
DATE OF DECISION			DATE ADVERTISED	
APPEAL EXPIRY DATE				

**IMPORTANT NOTES:**

1. IN ADDITION TO COMPLETING THIS APPLICATION FORM IN ITS ENTIRETY, AN APPLICATION FOR A DEVELOPMENT PERMIT SHALL BE ACCOMPANIED BY THE FOLLOWING INFORMATION, WHERE RELEVANT:
  - A) A SITE PLAN, AT A SCALE TO THE SATISFACTION OF THE DEVELOPMENT OFFICER, SHOWING THE SIZE AND SHAPE OF THE LOT, THE FRONT, REAR AND SIDE YARDS, ANY PROVISIONS FOR OFF-STREET LOADING AND VEHICLE PARKING, ACCESS TO THE SITE AND THE LOCATION OF PUBLIC UTILITY LINES, WATER BODIES AND TREED AREAS;
  - B) A SET OF FLOOR PLANS, INCLUDING DRAWINGS OF ALL FOUR BUILDING ELEVATIONS; NO LARGER THAN 11" X 17" IN PAGE SIZE;
  - C) AT THE DISCRETION OF THE DEVELOPMENT OFFICER, A REAL PROPERTY REPORT CONDUCTED BY AN ALBERTA LAND SURVEYOR AS PROOF OF LOCATION OF EXISTING DEVELOPMENT AND A COPY OF THE DUPLICATE CERTIFICATE OF TITLE INDICATING OWNERSHIP AND ENCUMBRANCES;
  - D) IF THE APPLICANT IS NOT THE REGISTERED OWNER, A WRITTEN STATEMENT, SIGNED BY THE REGISTERED OWNER, CONSENTING TO THE APPLICATION AND APPROVING THE APPLICANT AS THE AGENT FOR THE REGISTERED OWNER;
  - E) INFORMATION REGARDING PROXIMITY TO OIL & GAS FACILITIES;
  - F) ABANDONED WELLS: A MAP IDENTIFYING THE LOCATION OR CONFIRMING THE ABSENCE OF ANY ABANDONED WELLS WITHIN THE PARCEL ON WHICH THE BUILDING IS TO BE CONSTRUCTED OR, IN THE CASE OF AN ADDITION, PRESENTLY EXISTS. THIS INFORMATION CAN BE FOUND AT [www.aer.ca](http://www.aer.ca) UNDER SYSTEMS & TOOLS > "ABANDONED WELL MAP"
  - G) SUCH OTHER INFORMATION AS THE DEVELOPMENT OFFICER DEEMS NECESSARY.
2. EVERY APPLICATION FOR A DEVELOPMENT PERMIT SHALL BE ACCOMPANIED BY A *NON-REFUNDABLE* PROCESSING FEE OF AN AMOUNT DETERMINED BY COUNCIL.
3. FAILURE TO COMPLETE THE APPLICATION FORM FULLY AND SUPPLY THE REQUIRED INFORMATION, PLANS AND FEE MAY CAUSE DELAYS IN PROCESSING, IN WHICH THE APPLICATION MAY BE DEEMED INCOMPLETE AND RE-APPLICATION MAY BE REQUIRED.
4. THE DEVELOPMENT OFFICER MUST, WITHIN 20 DAYS AFTER RECEIPT OF AN APPLICATION, DETERMINE WHETHER THE APPLICATION IS COMPLETE OR INCOMPLETE, UNLESS AN EXTENSION AGREEMENT HAS BEEN SIGNED. IF THE DEVELOPMENT OFFICER HAS NOT DEEMED THE APPLICATION COMPLETE OR INCOMPLETE WITHIN THE REQUIRED TIMEFRAME AND AN EXTENSION HAS NOT BEEN GRANTED, THE APPLICATION IS AUTOMATICALLY DEEMED COMPLETE AND IS NOW IN THE PROCESSING STAGE.
5. THE DEVELOPMENT AUTHORITY MUST MAKE A DECISION WITHIN 40 DAYS AFTER THE APPLICATION IS DEEMED COMPLETE. IF THE DEVELOPMENT AUTHORITY HAS NOT ISSUED A DECISION WITHIN THE REQUIRED TIMEFRAME AND AN EXTENSION AGREEMENT HAS NOT BEEN SIGNED, THE APPLICATION IS DEEMED REFUSED.
6. THIS IS NOT A BUILDING PERMIT. ANY APPROVALS GRANTED REGARDING THIS APPLICATION DOES NOT EXCUSE THE APPLICANT FROM COMPLYING WITH THE REQUIREMENTS OF THE FEDERAL, PROVINCIAL OR OTHER MUNICIPAL LEGISLATION, OR THE CONDITIONS OF ANY EASEMENT, RESTRICTIVE COVENANT OR AGREEMENT AFFECTING THE BUILDINGS OR LANDS.
7. IF THE DEVELOPMENT APPROVED IN THIS PERMIT IS NOT COMMENCED WITHIN 12 MONTHS FROM THE DATE OF ISSUE, OR OF A DEVELOPMENT APPROVAL ORDER BEING GRANTED BY THE SDAB, AND THEREAFTER COMPLETED WITHIN 24 MONTHS, THE PERMIT IS DEEMED TO BE VOID, UNLESS AN EXTENSION BEYOND THIS PERIOD HAS BEEN GRANTED BY A DEVELOPMENT OFFICER. IF YOU REQUIRE AN EXTENSION, PLEASE CONTACT A DEVELOPMENT OFFICER PRIOR TO EXPIRY.

**THE SIGNED AND FULLY COMPLETED APPLICATION FORM, AS WELL AS THE INFORMATION AND APPLICABLE FEE, MUST BE SUBMITTED TO:**

**THE PLANNING AND DEVELOPMENT DEPARTMENT, CLEARWATER COUNTY  
 BOX 550, 4340 – 47 AVENUE, ROCKY MOUNTAIN HOUSE, AB. T4T 1A4**

[PLANNING@CLEARWATERCOUNTY.CA](mailto:PLANNING@CLEARWATERCOUNTY.CA) / PHONE: (403) 845-4444 / FAX: (403) 845-4048

