



## 2. Municipal Planning Commission (2 weeks)

- If a Variance is required or if the proposed use is Discretionary, the Municipal Planning Commission must review and make decision on the permit
- The Development Officer will write a report to go to the Commission. The Commission meets on the First and Third Tuesday of every month. After review of the application, the Commission can make one of the following actions:
  1. *Approve the Permit*
  2. *Table the permit decision, and ask for additional information.*
  3. *Refuse the Permit, with reasons*
- From the Approval Date, the applicant has **1 year** to commence development before the permit expires. Following commencement, the applicant has **1 year** to complete construction.

## 3. Appeal Period (2 weeks)

- Once a Development Permit is approved by either the Development Officer or the Municipal Planning Commission, notice is posted in the newspaper, on the subject property, and at the Town Office for a two week appeal period.
- The two week period is to allow for any member of the public who feel they are impacted to appeal the decision, and go to the Subdivision and Development Appeal Board for review.
- Once the appeal date has passed without any appeals, the Development is approved.

## How Much Time will it take to get my Development Permit Approved?

Permitted Use, No Variance = **3 weeks\***  
Permitted Use, Variance = **4 weeks**  
Discretionary Use = **4 weeks**

\* These are average time periods, and so there will be applications that extend past these time lengths. If additional information is required, or if circulation/ referral is required, this may extend the review time.

# Applying for a Development Permit?

This brochure is designed to help developers, business owners, and residents understand the development permit process as well as what is needed for an application.



Town of Rocky Mountain House  
Planning and Community Development  
P: 403-847-5260  
F: 403-845-1835  
[www.rockymtnhouse.com](http://www.rockymtnhouse.com)

# When is a Development Permit Required?

All development within the Town limits requires a development permit except for:

- *Works of improvement, maintenance, or renovation* that does not cause structural alterations.
- *Gates, fences, walls* less than 1 m (3.3. ft.) in height in front yards and less than 2 m (6.6 ft.) in rear and side yards.
- *Temporary building* for construction purposes.
- *Accessory building* less than 9.5m<sup>2</sup> (102 sq. ft.) in floor area.
- Temporary use of a parcel for less than 7 days for *mobile vending sales*.
- *Fascia, projecting, portable, a-board, and awning signs* provided they comply with the LUB.
- *Retaining wall* less than 1 m (3.3. ft.) in height
- *Outdoor hot tub or whirlpool* provided it complies with the LUB.
- Erection of *Satellite dish, Solar panel, or Flag pole* that complies with the LUB.

# What is required for a Development Permit Application?

1. Completed **Application Form with the \$50.00 Application Fee** (\$125.00 for a Variance or Discretionary Use)
2. A scaled **Site Plan** showing:
  - a. Legal description and dimensions of parcel
  - b. The front, rear, and side yard setbacks to any existing and proposed buildings.
  - c. Dimensions of existing and proposed buildings
  - d. The removal of trees and shrubs, if any.
  - e. On-site parking spaces.
  - f. Access to the parcel.
  - g. Location and dimensions of easements or rights of way
  - h. Existing and Proposed parcel elevations and grades.
3. **Certificate of Title** and a letter from the landowner if he/she is not the applicant.
4. **Construction Plans** (required for any proposed buildings or additions)
5. **Landscaping Plan** (if required)
6. **Storm Water Management Plan** (if required)

# What is the Development Permit Process?

Upon submission of an Application, the Development Officer will review the application to ensure it is complete. If there are additional requirements, the Development Officer will indicate these to the applicant.

## 1. Review Period (1 week)

- Once the application is complete the Development Officer will review and make one of the following actions:
  1. Approve the Permit
  2. If a variance is required, or if the application is for a discretionary use, prepare the application to go to the Municipal Planning Commission.
  3. Ask the applicant for additional information.
  4. Refuse the Permit

