

# Application for Development Permit

**IT IS IMPORTANT TO READ AND UNDERSTAND THE FOLLOWING BEFORE COMPLETING YOUR APPLICATION. Security or other fees may be required.**

An application for a development permit shall be made to the Development Officer in writing on the form prescribed by Council and shall be accompanied by:

1. **A scaled site plan** in duplicate showing;
  - the legal description and surveyed dimensions of the parcel,
  - the front, rear and side yards of an existing and proposed buildings,
  - a landscaping plan,
  - the removal of existing trees and shrubs, if any
  - the location of existing and proposed wells, septic tanks, disposal fields, culverts and crossings, if any,
  - provision for off-street loading and vehicle parking, if any,
  - access and egress points to the parcel,
  - the location and dimensions of any easements or rights of way,
  - existing and proposed parcel elevations and grades, and the methods of draining surface and sub-surface water, (Storm Water Management Plan)
  - the municipal address and adjoining roads
  - the location of existing and proposed public utility lines, if any
  - the location, design and screening of garbage storage and recycling facilities.
2. **Scaled floor plans, elevations** clearly indicating the front, rear, sides, and facing materials of any proposed buildings, exterior finishing materials and sections in duplicate.
3. **Proposed Use and occupancy** for all parts of the land and buildings.
4. A **copy of the Certificate of Title** to the land and if not the owner, **written consent of the owner** to the application.
5. The **estimated construction value** (materials and labour) of the proposed work.
6. Any other plans, studies, or information necessary to evaluate the proposed development to the satisfaction of the Development Authority.
7. A non-refundable **processing fee** to accompany application. Please reference the Town's Fees, Rates and Charges Bylaw for information on fees.

## **NOTE: FURTHER INFORMATION MAY ALSO BE REQUIRED.**

1. The Development Officer may refuse to accept an application for a development permit where the required information is not supplied or where, in his/her opinion, the quality of the material supplies is inadequate to properly evaluate the application.
2. The Development Officer may deal with an application without all of the information required, if he/she is of the opinion that a decision on the application can be properly made without such information.
3. A permit comes into effect 21 days following the date on the notice of decision. If a Development Officer:
  - a) refuses or fails to issue a Development Permit, or
  - b) issues a Development Permit subject to conditions, or
  - c) fails to make a decision within 40 days of accepting a completed application: then,

the person applying for the permit or a person affected by a decision or Development Permit issued by a Development Officer, may appeal to the Subdivision and Development Appeal Board (SDAB) within 21 days of the notice of issuance of a permit. The SDAB may confirm, revoke or vary any decision of the Development Officer, any Development Permit or any condition, or may make or substitute any decision or permit of its own.

There is no appeal against a Development Permit for a permitted use unless the provisions of the Land Use Bylaw were relaxed, varied or misinterpreted.

**THIS PERSONAL INFORMATION IS BEING COLLECTED UNDER THE AUTHORITY OF THE MUNICIPAL GOVERNMENT ACT AND THE FREEDOM OF INFORMATION AND PRIVACY ACT, AND WILL BE USED FOR DEVELOPMENT CONTROL RELATING TO LAND USE AND SUBDIVISION. IF YOU HAVE ANY QUESTIONS ABOUT THE COLLECTION, CONTACT THE TOWN'S FOIP COORDINATOR AT BOX 1509, 5116 – 50 AVENUE, ROCKY MOUNTAIN HOUSE, AB T4T 1B2 PHONE: (403) 845-2866.**

**PLANNING AND DEVELOPMENT CAN ALSO BE CONTACTED AT [PlanningDept@trmh.ca](mailto:PlanningDept@trmh.ca)**



# Application for Development Permit

DEVELOPMENT PERMIT # \_\_\_\_\_

Land Use Bylaw No. 2020/19

Planning & Community Development 5116 – 50 Avenue, Box 1509 Rocky Mountain House, AB T4T 1B2  
Ph. (403) 847-5260 Fax (403)845-1835  
Email: [PlanningDept@trmh.ca](mailto:PlanningDept@trmh.ca)

Application Complete Date: \_\_\_\_\_

NOTE: This application will be reviewed for accuracy.

Is this Application for a New Home?  Yes  No

If not, Describe Proposed Development: \_\_\_\_\_

Applicant Name: \_\_\_\_\_  Contractor  Owner  Other: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

*I have been informed of the Town's bylaws, policies and regulations regarding this application. I understand that this permit application may be refused if the proposed development does not conform to all the aspects of the Land Use Bylaw. I am the owner/I have the consent of the owner to proceed with this Development Permit Application and I give consent to allow Council or a person appointed by it the right to enter the land and/or building(s) with respect to this Application only.*

**APPLICANT SIGNATURE:** \_\_\_\_\_

Landowner Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ **LANDOWNER SIGNATURE(S):** \_\_\_\_\_

**Development Location:**

Street Address: \_\_\_\_\_ Land Use District: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_ Subdivision: \_\_\_\_\_

**Proposed Use:** \_\_\_\_\_ **Existing Use:** \_\_\_\_\_

**Estimated cost of the project: \$** \_\_\_\_\_

COMPLETE AS MUCH INFORMATION AS YOU CAN:

Parcel Type: Interior \_\_\_\_\_ Corner: \_\_\_\_\_ Parcel Area: \_\_\_\_\_

Setbacks: Front Yard: \_\_\_\_\_ Side Yards: \_\_\_\_\_ Rear Yard: \_\_\_\_\_

Floor Area: \_\_\_\_\_ Parcel Coverage: \_\_\_\_\_ Height of Main Building: \_\_\_\_\_

Number of On-site Parking Stalls: \_\_\_\_\_ Size of Off-street Loading Space: \_\_\_\_\_

**Notifications regarding your application will be sent by email. Please indicate if you require a paper copy of your Permit:**

Yes  No

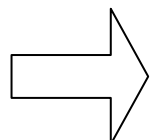
**If yes, do you want us to:**  Contact you for Pick-Up  Mail it out

**Applications Requiring MPC Decision:** MPC Meeting Date [Administration to provide]:

Will Applicant/Representative be attending MPC meeting? YES NO

**Administration:**

DP Fee: \_\_\_\_\_ Title Provided or \$10 Fee: \_\_\_\_\_ Business License#: \_\_\_\_\_ **Minus 33% Incentive:** \_\_\_\_\_ **TOTAL:** \_\_\_\_\_



# Application for Development Permit

## TOWN OF ROCKY MOUNTAIN HOUSE SITE PLAN DRAWING FORM - DEVELOPMENT PERMIT

*Draw your site plan here.*

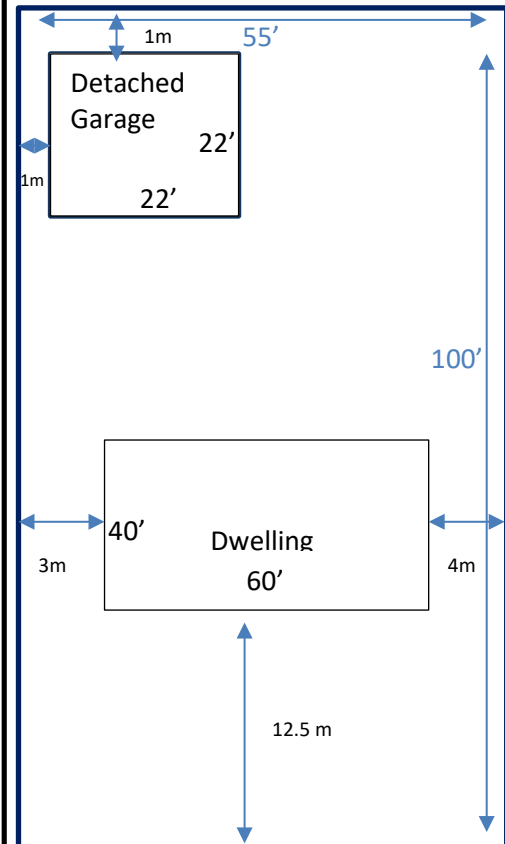


**On your site plan drawing please include details such as:**

- Street Names.
- Dimensions for the development (feet or metres).
- Height of the development (feet or metres).
- Property boundaries.
- Setback distances between your development and property boundaries.

Please use a ruler for your site plan drawing.

### Site Plan Drawing Example



First Avenue