

DEVELOPMENT PERMIT APPLICATION CHECKLIST

Please ensure the Application for Development is complete with the following information:

- Applicant(s) Name. If the applicant is not the registered owner of the property proposed for development, have the registered owner(s) sign the application form. A Certificate of Title is not required, as the County will confirm ownership at Alberta Land Titles.
- Address of the Property (Long or short legal; whichever applies to your property).
- Parcel size (acres/hectares) or Lot Size (metres or feet)
- Existing Use of Parcel (Example: residential farm site, residential site, type of business.)
- Proposed Use of Parcel (Example: same as existing, type of business.)
- Type of Development. (Example: residence, shop, shelterbelt, dugout, new business, change in use.)
- Size of Development (sq. metres/sq. feet)
- Estimated Cost of the Development
- Safety Codes Permits Required The Safety Codes Act requires that all contractors and homeowners in Alberta obtain permits prior to commencing work on buildings covered by the Alberta Building Code, the Canadian Electrical Code, the Alberta Gas Code, or the Alberta Plumbing Code. *Please indicate which apply to your development.*
- Do you have Rural Addressing Signage? (This is the blue sign at your laneway.)
- Include a complete set of construction drawings. (Drawings are to include elevation, floor plan, foundation, and cross section.)
- Estimated Date of Commencement and Completion
- Site Plan Drawing
- Date the Application.
- Sign the Application.
- Application Fee Application for a development permit shall be accompanied by a fee as established by Council. Please see "Fees" section. (Please contact the Planning and Development Department to determine your fee.)

NOTES:

Difference between a Development Permit and a Building Permit

A **Development Permit** deals with such items as zoning, and any restrictions on what type of building you may be constructing. Development Permits are issued by the County.

A **Building Permit** allows construction to proceed on condition of compliance with the Alberta Building Code. It deals with structural integrity and public safety. Building Permits are issued by Superior Safety Codes.

The major benefits of obtaining a permit is knowing that the installation conforms to the safety standards that have been adopted under the Safety Codes Act, and that inspections will be provided by a certified Safety Codes Officer.

Safety Codes Permits (Building, Energy Compliance, Gas, Electrical, Plumbing, and Private Sewage)

The Safety Codes Act requires that permits must be obtained for the construction or renovation of all residences, including mobile homes. Building Permits are also required for any building to be used for non-farm purposes (industrial, commercial). These permits are required to ensure construction meets the Provincial Building Code.

The County has contracted an accredited agency, Superior Safety Codes Inc. to issue permits and perform inspections.

AER – Setback from Abandoned Oil and Gas Wells

The Alberta Energy Regulator has established minimum setback requirements to address public safety issues that could result from an abandoned well. The setback requirements are to allow for well access with minimal disruption to surface structures, to prevent accidental contact of the construction equipment with the well. A surface radius of a 5m (16.4 ft.) setback around the well shall be required and maintained.

No access, buildings, trees, fences or other obstructions higher than 1 m. (3.3 ft.) above grade shall be erected within 100 m (330 ft.) of an intersection.

FEE SCHEDULE

Development Permit Application Fee:

Rural Districts: Agricultural, Agricultural Small Holdings, Highway Commercial, Multi Lot Country Residential, Industrial, Rural Industrial

Hamlet Districts: Hamlet General, Hamlet Industrial, Hamlet Public

- Permitted Use \$ 50
- Discretionary Use or Variance \$100

Industrial District (Rural):

- Permitted Use \$ 50
- Discretionary Use or Variance \$500

Development Permit application fee issued after commencement of project:

Within all of the districts noted above:

- Permitted Use \$100
- Discretionary Use or Variance \$200

If the project has been completed without receiving Development Permit approval, and does not meet with the required setback regulations, the property owner will receive a *penalty of 5%* of the development cost.

DEVELOPMENT SETBACK REQUIREMENTS

RURAL COUNTY DISTRICTS

Agricultural (A), Agricultural (A1) Small Holdings:

Minimum Front Yards

- Municipal Road a.) Structures – 40 m. (131.2 ft) from the front line of property
b.) Shelterbelts – 3.0 m (9.8 ft) from the front line of the property.

Minimum Side Yards

- Structures - 5 m. (16.4 ft.)
Shelterbelts - 3 m. (9.8 ft.)
Dugouts - 9 m. (29.5 ft.)

Minimum Rear Yards

- Structures - 5 m. (16.4 ft.)
Shelterbelts - 3 m. (9.8 ft.)
Dugouts - 9 m. (29.5 ft.)

Highway Commercial (HC):

Required setbacks adjacent to a highway will be at the discretion of Alberta Transportation.

Multi-Lot Country Residential:

Minimum Front Yards

- Municipal Road - 40 m. (131.2 ft.) from the front line of property
Adjacent to Provincial Highways -Contact AB Transportation regarding their requirements.

Internal Subdivision Roads

- Front Yard - 7.6 m. (25 ft.)
Rear Yard - 7.6 m. (25 ft.)
Side Yard - 6.1 m. (20 ft.)

Industrial:

Minimum Front Yards

- Municipal Road - 40 m. (131.2 ft.) from the front line of the property

Minimum Side Yards - 18.3 m. (60 ft.)

Minimum Rear Yards - 18.3 m. (60 ft.)

Rural Industrial:

Minimum Front Yards

Municipal Road - 40 m. (131.2 ft.) from the front line of the property

Minimum Side Yards - 10 m. (32.8 ft.)

Minimum Rear Yards - 10.0 m. (32.8 ft.)

Important Notes: If development is adjacent to a Provincial Highway, a Roadside Development Application must be submitted to Alberta Transportation for approval.

No access, buildings, trees, fences or other obstructions over 1 m. in height shall be put within 100 m. of an intersection.

DEVELOPMENTS SETBACK REQUIREMENTS

HAMLET DISTRICTS

Hamlet General (HG):

Front Yard - 6.0 m. (19.7 ft.) from the front property line
Note: Where a lot abuts two or more roads, the Development Authority may require that front yard setbacks be observed from more than one road.

Rear Yard

Main Building - 6.0 m. (19.7 ft.) from the rear boundary of the lot
Accessory Building - 1.0 m. (3.3 feet) from the rear boundary of the lot
Garages - shall be situated so that there is a parking stall at least 6.0m. in length between the vehicle doors and the road or lane used for vehicular access.

Side Yard

Main Building - 1.5 m. (4.9 ft.) from the side property line
Note: On a lot which is not served by a lane or flanking street, one side yard shall be at least 3.0 m. (9.8 ft.) to provide vehicle access to the rear yard.
Accessory Building - 1.0 m. (3.3 feet) from the rear boundary of the lot

Maximum Building Height - The maximum height of the main building shall not exceed 10.7 m (35.0 ft.) from grade to roof peak.
- The maximum height of accessory buildings shall not exceed 5.0 m. (16.4 ft.).

Hamlet Industrial:

Front Yard

Residences

- 6.0 m. (19.7 ft.) from the front property line

Rear Yard

Residences

Other Buildings

- 6.0 m. (19.7 ft.) from the rear boundary of the lot
- No rear setback is required for other buildings.

Side Yard

- Where a lot is adjacent to a lot classified as commercial or industrial, no side yard is required.
- In all other cases, all buildings must be set back at least 2.5 m. (8.2 ft) from the side property.

Hamlet Public (HP):

Front Yard

- All buildings shall be setback at least 6.0 m. (19.7 ft.) from the front property line, however, refer to the Land Use Bylaw concerning flammable materials.

Rear Yard

- All buildings shall be set back at least 6.0 m. (19.7 ft) from the rear property line.

Side Yard

- All buildings must be set back at least 2.5 m. (8.2 ft) from the side property line.

Public Use District:

Front Yard

- All buildings shall be set back at least 6.0 metres (19.7 ft.) from the front property line.

Rear Yard

- All buildings must be set back at least 6.0 m. (19.7 ft.) from the rear property line.

Side Yard

- All buildings must be set back at least 2.5 m. (8.2 ft.) from the side property line.