



Development Permit Application Submission Requirements to be DEEMED COMPLETE

Land Use Bylaw 1892-17

1. Application Form

- Filled out fully
- Signed by authorized person
 - ⇒ If the applicant is not the registered owner (named on the title), one of the following is required:
 - ✓ a written statement, signed by the registered owner, consenting to this application, or
 - ✓ the application must be signed by the registered owner.

2. Fee

- As per County Fee Schedule Bylaw
- ⇒ this fee is non-refundable

3. Site Plan

The plan or sketch may be provided on a separate sheet and attached to the application form
Dimension may be Metric or Imperial – be sure to indicate which one is being used

The site plan must include the following information:

- Location and dimensions of the proposed development
- Location and dimensions of existing buildings, structures, uses on the site, including decks, cement pads, sheds, canals, dugouts, and anything else that may affect the development
- Setback distances from all structure to property lines
- Distances between all structures
- North Arrow
- Labels for adjacent highways, roads and lanes
- Labels for access from road and driveway for the parcel
- Location of any Registered Utility Rights-of-Way or Easements

4. Road Approach Agreement

Signed by the applicant, reviewed and signed by Municipal Services

5. Historical Resource Area (HRA) Search

HRA search is conducted by Development Officer

- ⇒ If follow up is required, it is the applicant's responsibility to do so and also to submit required information to the DO; the application is not complete until follow up information is submitted

6. Environmentally Significant Area (ESA) Search

ESA search is conducted by Development Officer

- ⇒ If follow up is required, it is the applicant's responsibility to do so and also to submit required information to the DO; the application is not complete until follow up information is submitted



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7. Wetland / Water Act Clearance

Wetland search is conducted by Development Officer

- ⇒ If follow up is required, it is the applicant's responsibility to do so and also to submit required information to the DO; the application is not complete until follow up information is submitted

8. Abandoned Wellsite Search (AER)

Abandoned well search is conducted by Development Officer

- ⇒ If follow up is required, it is the applicant's responsibility to do so and also to submit required information to the DO; the application is not complete until follow up information is submitted

9. WHERE APPLICABLE, the following may also be required in order for the application to be DEEMED COMPLETE:

- Alberta Transportation Roadside Development Permit
- Rural Address Application
- Access Easement or other agreement(s)
- Stormwater Management Plan
- Geotechnical Survey and Report
- Soils Analysis
- Sign Application
- Hamlet Water Meter

10. Specific Land Use Bylaw Requirements

Each application will have use-specific requirements that the Development Officer may require the applicant to submit, prior to deeming the application to be **COMPLETE**.

For example, an application for a medical marijuana facility requires Federal approval prior to obtaining Municipal approval. Therefore, a DP application in order to be Deemed Complete, requires Federal approval.