

Office use only: File #: _____

Receipt #: _____

DEVELOPMENT PERMIT APPLICATION

This is not a Building Permit Application Form

No work or construction shall commence without the valid permits issued pursuant to applicable regulations

Before completing and submitting this application form, you are advised to read the DEVELOPMENT PERMIT INFORMATION on page 4-6. Failure to do so could lead to incomplete or incorrect application, resulting in processing delays or a refusal decision. If you have any questions regarding the development application requirements, please contact the Town Office at the address and contact information above.

Fee Information

Estimated Project Cost	Fee Amount
\$10,000 or less	\$100.00
\$10,000-\$100,000	\$250.00
Over \$100,000	\$500.00

A APPLICANT/OWNER INFORMATION

1	Applicant Information	Land Owner Information (if different from applicant):
	Name:	Name:
	Address:	Address:
	Postal Code:	Postal Code:
	Phone:	Phone:

B PROJECT INFORMATION

2	Project Location		
	Civic Address or General Location of Project Land:	Legal Land Description: Plan No: _____ Block: _____ Lot: _____, or Quarter _____ Section: _____ Township: _____ Range: _____	
3	Project Type		
	This project is for:		
	New Building(s)/Installation Residential Commercial Industrial Mixed Use Building Accessory Structure (e.g., garage, carport, shed, deck, satellite dish, etc)	Addition to Existing Building Alteration to Existing Building Exterior Alteration only Interior Alteration only Interior and Exterior Alteration	Change of Use Demolition Sign Temporary Use Other
4	Specific Description of Project (e.g., construct a new detached house, expand existing garage):		
	New Building(s)/Addition		
5	Proposed Floor Area (list separately for each new building/addition, if undertaking multiple projects):		

6	Existing Total Floor Area:	Proposed Total Floor Area:
7	Existing Total Site Area:	Proposed Total Site Area:
Change of Use Within a Specific Building		
8	Detail Existing Use:	Detail Proposed Use:
	Total Floor Area of Existing Building:	Floor Area of Proposed New Use (if converting only part of existing building):
9	Project Estimated Cost:	
	Project Timeline	
10	Proposed Start Date:	Proposed Completion Date:
C ADDITIONAL SAFETY CODES PERMIT(S) REQUIRED		
11	Please check if you require any of the following additional permits for your project: Building Electrical Gas Plumbing Private sewer	
D CHECKLIST		
12	I confirm that I have included the following in my application (check as applicable). <i>Refer to the Development Permit Information on page 4-6 for what must be included in this application.</i> Application fee Letter of authorization from registered land owner(s), if applicant is not the land owner Site Plan Building elevations Building floor plan	
E CONSENT AND DECLARATION		
13	As the applicant of this development permit, I affirm that: I am the registered owner of the above noted property, or I have permission of the registered owner(s) of the above noted property to make the attached application for a development permit (a letter of authorization must be provided).	
14	As the registered land owner or authorized person acting on behalf of the registered owners(s), I give consent to: Allow a person(s) designated by the Town to enter and inspect the above noted land/property with respect to this application only, in accordance with section of 542 of <i>the Municipal Government Act (MGA)</i> . Receive by email any documents or communication related to this application, including but not limited to development permit decisions, and any notices confirming the completeness of the application or identifying any outstanding documents and information required.	
15	I declare by my signature below that the information contained in this application, including plans and details, is to my knowledge, true and complete Date _____ Signature _____	

SITE PLAN
DIAGRAM OF LOT, BUILDINGS AND MEASUREMENTS
(Must be provided by the applicant at the time of submitting the application)

DEVELOPMENT PERMIT INFORMATION

GENERAL REQUIREMENTS

The following is a generalized list of requirements for a development permit application. The Development Authority may require additional information depending on the nature of the development being proposed.

Exemptions

All but few developments require a development permit and/or a building permit. Exemptions from the requirement of a development permit are outlined in the Town’s Land Use Bylaw. For building permits, applicants are advised to contact Superior Safety Codes, if they are unsure whether a building permit is required.

Note: Notwithstanding that a development is exempted from the requirement of a development or building permit, it is still the applicant’s responsibility to ensure that the development complies with the Land Use Bylaw.

Application Fee

An application for a development permit must be accompanied by a fee, which must be paid in full at the time of submitting the application. The fee amounts are provided on page 1 of this application form. The application fees are set by Council, and are dependent on the estimated cost of the project.

Note: It is the applicant’s responsibility to ensure that the estimated value of the development is accurate or reasonable in relation to the proposed development. Low estimations may be reassessed by the Development Authority and the applicant may be charged a higher fee than the fee submitted with the application before the application is processed or approved.

Site Plan

A site plan (or Real Property Report) is required for any development involving new construction or installation, addition to existing building, change of use, or temporary use. A Site Plan must be drawn to scale, presented on 8½ x11 paper, and show the following standard and, if applicable, additional information. Page 3 of this application form has provided a blank page form for the completion of a site plan.

Standard Features	Additional Features
Legal description, address and property line locations	All easements (i.e. utility right-of-ways)
Site/lot dimensions	Landscaping being provided, including area size and type (berms, soft/hard landscaping, retaining walls, etc.)
Location of existing and proposed buildings/structures	Fencing/gates – type and height
Building setbacks	Garbage enclosures, where required
Building area	Lighting
Roads, sidewalks, and pathways abutting property	Parking stalls indicating stall width, length and aisle width
North arrow direction	Graveled areas
	Drainage, etc.

Elevation and Floor Plans

For new construction or expansion to existing buildings (excluding new attached or detached accessory structures, or addition to existing attached or detached accessory structures), in addition to the Site Plan, the applicant must submit elevation plan showing the finished appearance of the north, east, west and south side of the building with the following details:

- Identification of the specific side of the building that the elevation represents
- Grade lines
- Ceiling levels
- Location of exterior wall corners
- Windows and doors
- Roof features
- Porches, decks and patios
- Vertical dimensions of important features
- Material symbols

In addition, a floor plan showing the finished floor with dimensions on 8 ½ X 11 must also be included.

Letter of Authorization

If the person applying for the development permit is not the registered owner(s) of the land on which the proposed development will be located, they must obtain a signed letter of authorization from the registered owner(s) of the land, as indicated on the Certificate of Title. If the registered owner(s) are deceased, whoever has the power of attorney can sign the letter on their behalf. Failure to produce a letter of authorization may result in a delayed or refusal decision.

TIMELINE AND DECISION

The legislated timeline for reviewing and making a decision on a submitted development permit application is:

1. 20 days to determine if the application is complete.
2. 40 days to make a decision once the applicant has been issued a notice indicating that the application is complete.

Notwithstanding the above, the Development Authority may enter into a written agreement with the applicant to extend the above timelines depending on the nature and scale of the project.

RESPONSIBILITIES OF THE PERMIT HOLDER

Once a development permit has been issued, it is the responsibility of the permit holder to ensure that:

1. Any additional permits are obtained and other requirements met. Common among these include:
 - a) the requirements of the *Alberta Safety Codes Act*,
 - b) the requirements of any other applicable federal, provincial or municipal legislation,
 - c) the conditions of any caveat, covenant, easement or other instrument affecting a building or land,
 - d) the requirements of any municipal utility servicing.
 - e) building, electrical, or plumbing permits from Superior Safety Codes.
2. The development does not extend beyond the legal boundaries of the property.

3. The land is suitable for the proposed development. The Town of Rainbow Lake does not conduct independent environmental assessment of lands or make any representation in regards to the suitability of a parcel for a particular development, although it may require an assessment where there are known environmental concerns before approving an application. If there are specific concerns regarding possible environmental contaminants on a property, the applicant must contact the appropriate provincial government bodies and professionals to conduct the proper tests.

MUNICIPAL INSPECTIONS

Municipal inspections may be conducted before, during and after a project to ensure compliance with the Town's Land Use Bylaw and/or the conditions of an approved development permit, in accordance with *the Municipal Government Act*. Applicants are required to provide consent for municipal inspections by checking the appropriate box in section E.

APPEALING A DECISION

A decision on a development permit application may be appealed by the applicant or anyone claiming to be affected by the decision within 21 days from the date of the decision to the Subdivision and Development Appeal Board. The procedures for submitting an appeal are outlined in the *Municipal Government Act* and the Land Use Bylaw. If you wish to appeal a decision of the Development Authority, you can contact the Town Office.

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These permits are not included in this development permit application, but information may be obtained from the Town of Rainbow Lake office or online at www.superiorsafetycodes.com