

**Planning and Development**

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Email: PandD@sturgeoncounty.ca

For Office Use

Permit Number: _____
Date Received: _____
Received By: _____

DEVELOPMENT PERMIT APPLICATION

Application is hereby made under the provisions of Land Use Bylaw 1385/17 to develop in accordance with the plans and supporting information submitted herewith and which form part of this application.

APPLICANT INFORMATION**Complete if different from Applicant**

Name of Applicant:		Name of Registered Land Owner:	
Mailing Address:		Mailing Address:	
City:		City:	
Postal Code:	PH:	Postal Code:	PH:
E-mail Address:		Email Address:	
Contact Name:			

LAND INFORMATION

Legal Description of Property All/Part _____ 1/4 Section _____ Twp. _____ Rge. _____ West of the _____ Meridian
OR Lot _____ Block _____ Plan No. _____ Hamlet or Subdivision _____
Parcel Size: _____ Rural Address: _____

DEVELOPMENT INFORMATION – Please Mark (X) ALL that Apply

<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional	<input type="checkbox"/> Accessory Building <input type="checkbox"/> Addition <input type="checkbox"/> Attached Garage <input type="checkbox"/> Site Grading <input type="checkbox"/> Deck <input type="checkbox"/> Other _____	<input type="checkbox"/> Kennel <input type="checkbox"/> RV Storage <input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Dugout	Brief Description: _____ _____ _____ _____ _____	Development Details: Size: _____ Height: _____ Start Date: _____ End Date: _____ Estimated Project Value: _____ (cost of material & labour)
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APPLICANT AUTHORIZATION

I/we hereby give my/our authorization to apply for this development permit application and allow authorized persons the right to enter the above land and/or building(s) with respect to this application only, per Section 542 of the Municipal Government Act. I/we understand and agree that this application and any development permit issued pursuant to this application or any information thereto, is not confidential information and may be released by Sturgeon County. I/We grant consent for an authorized person of Sturgeon County to communicate information electronically as per Section 608 (1) of the Municipal Government Act, R.S.A. 2000., c.M-26.

Signature of Authorized Applicant(s) Date Signature of Landowner Date

All landowners listed on title must sign this permit or a letter of authorization. _____
If the land is titled to a company, a copy of the Corporate Registry must be provided. Signature of Landowner Date

FOR OFFICE USE ONLY

Permitted Use <input type="checkbox"/> Discretionary Use <input type="checkbox"/>	
Fee\$ _____ Penalty\$ _____ Receipt# _____ Tax Roll# _____ District _____	
Payment Method: Cash / Cheque / Debit / VISA / Mastercard	
M/C or Visa Number _____ Expiry Date: _____	
Name (as it appears on card): _____ Authorized Signature: _____	

DEVELOPMENT PERMIT CHECKLIST

☐ **Completed Development Permit Application Form**

Completed in full and signed by all registered landowners or person authorized on their behalf.

☐ **Land Title Certificate**

Searched within 30 days prior to the application. If the parcel is titled to a company name, you will also be required to provide a Corporate Registry. These documents can be obtained at any Provincial Registry Office or online at www.spin.gov.ab.ca.

☐ **Site Plan**

This is a drawing that depicts site details of your development.

A surveyed plot plan is required for new home construction as per the residential lot grading policy (with the exemption of the Agriculture district)

☐ **Construction Drawings**

☐ **Completed Building Permit Application**

Available at www.sturgeoncounty.ca

☐ **Abandoned Oil Well Declaration Form and Map** ☐ **N/A**

Required for all developments greater than 505ft² (46.9m²)

☐ **Utility Applications** ☐ **N/A**

Required for most parcels within a subdivision, confirm with Sturgeon County

☐ **Lot Grading Deposit - \$3000** ☐ **N/A**

☐ **Alberta Transportation Approval** ☐ **N/A**

300 m from a provincial right-of-way or 800 m of the centerline of a highway and public road intersection

☐ **Approach Application/Deposit** ☐ **N/A**

Required where no access to the parcel exists or the upgrade of the access required to meet Sturgeon County minimum standards.

Please ensure that all documentation listed forms part of your application.

Following review of the application, additional information may be requested in accordance with the Land Use Bylaw.

PERMIT FEES ARE NON-REFUNDABLE and SUBJECT TO CHANGE

All development and construction that occurs prior to permit issuance is subject to a penalty of double the current permit fee.

Please be advised that any information provided to Sturgeon County (the "County") in order to process your application is subject to the application of the Access to Information Act (ATIA) and may be used and disclosed in accordance with the legislation. Specifically, all documents and studies required to be prepared and submitted by the applicant to the County are deemed to be publicly available and the property of the County once they are submitted to the County to process the application. Unless the submitting party explicitly indicates, in advance and clearly on the face of the record, that certain parts of the information are provided in confidence to the County and are to remain confidential, all documents and studies submitted to the County may be subject to disclosure under the ATIA. If confidentiality is required, it is the responsibility of the submitting party to clearly mark such records as Confidential and provide written rationale for the request. Should the applicant provide the County with such a declaration of confidentiality, the County will take this under consideration to determine if the document and/or study can be accepted in confidence; however, the County cannot guarantee that such information will remain confidential and will not be subject to disclosure pursuant to the ATIA.

SITE PLAN CHECKLIST

A site plan, to the satisfaction of the Development Authority, must be included with any application for development. For land use districts other than Agriculture, the site plan must be prepared by a practicing professional for the principal building. Agriculture districted parcels may provide a site plan drawn on graph paper as per the example provided.

Please ensure that all the following items are included on the site plan:

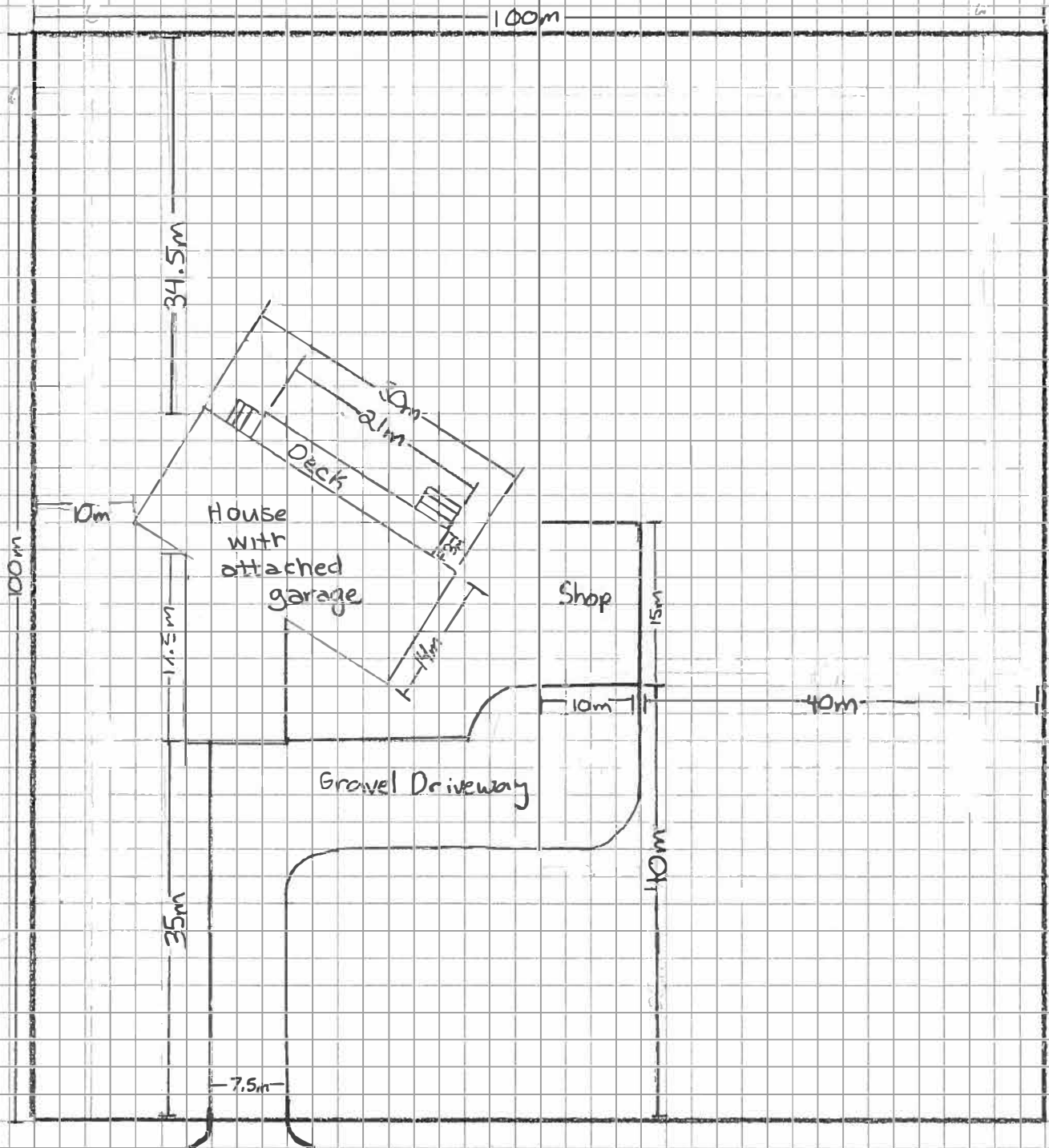
- △ the legal land description;
- △ a north arrow;
- △ the location and dimensions of the proposed and existing developments (e.g. house, shop, barn, granaries) and the distance from the proposed development to all the parcel lines and existing buildings;
- △ parcel dimensions;
- △ the location of all existing or proposed water wells, dugouts, or other water supplies;
- △ the location and the type of private sewage disposal system;
- △ the location of existing utility or other right-of-ways and easements (and their ownership);
- △ the approximate size and location of any water bodies (lakes, sloughs, ponds), watercourses (rivers, creeks or drainage ditches) that are located within or adjacent to the parcel;
- △ the location of any adjacent highways, secondary highways, municipal roads, lease roads, or rail lines and
- △ the location and width of all approaches, both existing and proposed.

Please note: An application for a development permit will not be accepted as complete until it adequately addresses key items on the checklist above (as per Paragraph 2.4.1(d) of the Land Use Bylaw 1385/17).

SITE PLAN FOR DEVELOPMENT PERMIT - EXAMPLE

Section:	Township:	Range:	Meridian:
Plan:	Block:		Lot:
PLEASE DEFINE THE SCALE YOU USED (ex: 4 boxes = 10 metres): <u>1</u> <u>box</u> = <u>2.5</u> <u>metres</u>			

North



SITE PLAN FOR DEVELOPMENT PERMIT APPLICATION

Section:	Township:	Range:	Meridian:
Plan:	Block:	Lot:	
PLEASE DEFINE THE SCALE YOU USED (ex: 4 boxes = 10 metres): _____ boxes = _____			

