



BIG LAKES COUNTY

5305-56 Street Box 239, High Prairie, AB T0G 1E0
T / (780) 523-5955 F / (780) 523-4227

DEVELOPMENT PERMIT INFORMATION PACKAGE

IMPORTANT: Anyone proceeding with a development without a valid development permit does so at their own risk and is subject to any actions Big Lakes County may take under authority of the Municipal Government Act (MGA).

IMPORTANT: A Development Permit is not a Building Permit. Depending on your development, you may also require one or more additional provincial permits such as a Building, Electrical, Gas, Plumbing, or Private Sewage permit.

1. Complete and sign 'APPLICATION FOR DEVELOPMENT PERMIT' form including the SITE PLAN (attached) and any other information required, giving the dimension of the lot and the distances from the proposed development to property lines on all four sides. If a variance is being sought, a 'DEVELOPMENT PERMIT VARIANCE REQUEST' is also required.
2. Include the appropriate APPLICATION FEE:
 - **See reverse page for development related Schedule of Fees.**
 - Note that the penalty for development that has begun prior to obtaining a permit is:
Residential & residential accessory buildings & uses - \$500 plus regular application fee;
Commercial/Industrial/Institutional - \$1,500 plus regular application fee;
All other uses - \$500 plus regular application fee.
3. The County office may place a notice in the newspaper and on County social media sites upon approval of the application by the Development Officer/Municipal Planning Commission.
4. You will receive the Notice of Decision and a copy of the Development Permit Application in the mail dated the day the decision was made. There is an appeal period of 21 days following the Date of Issuance of Notice of Decision.
5. A copy of the Development Permit and Application are sent to various other agencies that require a copy of the approved development permit.
6. The Development Permit is subject to conditions outlined in the Notice of Decision.
7. If your application has been refused or approved subject to conditions set forth by the Development Authority, you can appeal the decision to the **SUBDIVISION AND DEVELOPMENT APPEAL BOARD**. If an applicant wishes to appeal the decision, a written notice of appeal must be served to the Subdivision and Development Appeal Board Secretary **within 21 days after the date on which the decision is made**. An application fee of \$250.00 per appeal shall apply. Appeals may be delivered to:

SECRETARY, SUBDIVISION AND DEVELOPMENT APPEAL BOARD

Box 239

HIGH PRAIRIE AB T0G 1E0

Phone 780-523-5955 Fax 780-523-4227

SCHEDULE OF FEES

Residential

| | |
|--|-------|
| Single Detached Family Dwelling | \$100 |
| Additions and Accessory structures (incl. deck, covered deck, shed detached garage, gazebo, garden suite, over height fence) | \$50 |
| Multi-family (row house, duplex, semi-detached) | \$200 |
| Recreational Vehicle Parking Space | \$50 |

Commercial / Industrial / Institutional

| | |
|--|--|
| New construction/development | \$500 + \$50 per \$100,000 of project cost |
| Accessory structure | \$500 |
| Relocatable Industrial Camp Facility (bunkhouse) | \$250 |
| Natural Resource Extraction | \$250 |
| Minor Home Occupation | \$50 |
| Major Home Occupation | \$100 |

Miscellaneous

| | |
|--|-------|
| Change of Use (building or site) | \$100 |
| Building Demolition | \$50 |
| Filling | \$50 |
| Land Farming for remediation of oilfield waste & petroleum storage sites | \$100 |

Development permit applications will be accepted for multiple structures on the same application (i.e. dwelling and shed); however, permit fees for each structure/use will be applied.

| | |
|--------------------------|-------------------------|
| <i>Example: Dwelling</i> | <i>\$100 fee</i> |
| <i>Shed</i> | <i><u>\$ 50 fee</u></i> |
| <i>Total fee</i> | <i>\$150</i> |

| | |
|---|---------------------|
| Request for variance of any regulation (including setbacks) | \$100 + regular fee |
|---|---------------------|

Penalty - after development has commenced

| | |
|--|-----------------------|
| Residential and residential accessory buildings & uses | \$500 + regular fee |
| Commercial / industrial / institutional | \$1,500 + regular fee |
| All other uses | \$500 + regular fee |



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| | |
|-----------------|----------------------|
| Application No. | Date Received |
| Fee Received | Date Deemed Complete |
| Roll No. | Deadline |

APPLICATION FOR DEVELOPMENT PERMIT

I / We understand that this application will only be processed if submitted in complete form and accompanied by the applicable fee.
A "completed" application includes the forms completely filled out, signatures, site plan, fees and any other information the development authority deems necessary to make an informed decision.

APPLICANT INFORMATION

COMPLETE IF DIFFERENT FROM APPLICANT

| | | | |
|----------------------|--|-----------------------|--|
| APPLICANT: | | REGISTERED LANDOWNER: | |
| ADDRESS: | | ADDRESS: | |
| TELEPHONE: | | TELEPHONE: | |
| ALTERNATE TELEPHONE: | | ALTERNATE TELEPHONE: | |
| E-MAIL: | | E-MAIL: | |

SITE INFORMATION

LEGAL DESCRIPTION:

| | | | | | | | | |
|---------|-----|-----|-----|-----|----|-----------------|-------|-----|
| QTR/LSD | SEC | TWP | RGE | W5M | OR | REGISTERED PLAN | BLOCK | LOT |
|---------|-----|-----|-----|-----|----|-----------------|-------|-----|

LAND USE DISTRICT:

PARCEL SIZE:

| | | | | | |
|--------|-----------------------------|-------|-----------------------------|----|-----------------------------------|
| LENGTH | <input type="checkbox"/> ft | WIDTH | <input type="checkbox"/> ft | OR | <input type="checkbox"/> ACRES |
| | <input type="checkbox"/> m | | <input type="checkbox"/> m | | <input type="checkbox"/> HECTARES |

EXISTING BUILDINGS & PRESENT USE:

DEVELOPMENT INFORMATION

Dwelling (incl. home additions) Built Onsite
 Manufactured Home (Mobile)
 Moved in Building
 Change of Use
 Dwelling Built Offsite
 Deck, Garage, Shop, Shed (circle one)
 Temporary Structure
 Home Occupation
 Second Residence on Parcel
 Other _____

ADDITIONAL INFORMATION: _____

BUILDING DIMENSIONS: ft m : BUILDING HEIGHT: ft m

INDICATE THE PROPOSED SETBACKS FROM THE PROPERTY LINES: (N,S,E,W) Note that your front yard is the yard that your access is facing, unless you have a lake lot where the front yard is the lake and rear yard is the access.

| | | | |
|--|---|---|---|
| Front Yard (N, S, E, W) <input type="checkbox"/> ft <input type="checkbox"/> m | Rear Yard (N, S, E, W) <input type="checkbox"/> ft <input type="checkbox"/> m | Side Yard 1 (N, S, E, W) <input type="checkbox"/> ft <input type="checkbox"/> m | Side Yard 2 (N, S, E, W) <input type="checkbox"/> ft <input type="checkbox"/> m |
|--|---|---|---|

TYPE OF WATER SUPPLY: _____ TYPE OF SEWAGE DISPOSAL: _____

ESTIMATED DATE OF COMMENCEMENT: _____ COMPLETION: _____ COST OF PROJECT: \$ _____

RURAL ADDRESS SIGNAGE

DO YOU HAVE A RURAL ADDRESS SIGN? YES ADDRESS: _____ NO

GEOGRAPHIC

ARE ANY OF THE FOLLOWING WITHIN ½ MILE (800 metres) OF THE PROPOSED DEVELOPMENT?

- | | | | |
|---|--|-----------------------------------|--|
| Landfill or garbage disposal site | <input type="checkbox"/> Yes <input type="checkbox"/> No | Confined livestock operation | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Sewage treatment plant or sewage lagoon | <input type="checkbox"/> Yes <input type="checkbox"/> No | Sour Gas Well or Pipeline | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| River or Waterbody | <input type="checkbox"/> Yes <input type="checkbox"/> No | Multi Lot Residential Subdivision | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Slopes of 15% or greater | <input type="checkbox"/> Yes <input type="checkbox"/> No | Provincial Highway | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Metis Settlement / First Nation | <input type="checkbox"/> Yes <input type="checkbox"/> No | Other Municipality | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Abandoned Well | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

LONG TERM IMPLICATIONS

If you are starting a new residential building site, please note the following:

- Ensure that your site sketch includes your residence and major accessory buildings, even if they are not to be constructed at this time.
- Be advised that if your future plan is to subdivide at a later date, panhandle subdivisions are not permitted unless there is a physical justification. You can check with a subdivision officer to determine if your site plan lends itself well to future subdivision.
- Is your setback from the roadway sufficient if the road is widened?
- Have you verified the location of your property pins?
- Are your water, sewer, and residence spaced properly?

DECLARATION

I/We do ____ or do not ____ give consent for an authorized person of Big Lakes County to enter upon the subject land for the purposes of making a site inspection in order to evaluate the proposed development permit application.

Big Lakes County’s designated assessors may visit the property to confirm and verify the information contained within this permit. Please note that Notification of Inspection is deemed to be satisfied upon issuance of permit under Section 294 of the Municipal Government Act RSA 2000, Chapter M-26. Information collected during the inspection is done so under Section 295 of the Municipal Government Act RSA 2000, Chapter M-26.

APPLICANT:

I/We make this application and hereby certify that I am/We are the registered owner(s) and acknowledge all plans and information submitted are, to the best of my knowledge, true and accurate:

Date

Applicant’s Signature

Applicant’s Signature

REGISTERED OWNER (If other than applicant):

I/We hereby certify that I am/We are the registered owner(s) of the lands in questions and authorized the above-mentioned party to make application for the described development.

Date

Registered Owner’s Signature

Registered Owner’s Signature

The personal information on this form is being collected for the purpose of processing the Development Permit Application under the Authority of the Freedom of Information and Protection of Privacy (FOIP) Act and is protected by the FOIP. If you have any questions about the collection, contact the Big Lakes County FOIP Assistant at phone 780-523-5955.



PROPOSED DEVELOPMENT SKETCH

Lot ____ Block ____ Registered Plan _____

1/4 _____ Section _____ Twp _____ Rge _____ W5 Meridian

SITE PLAN



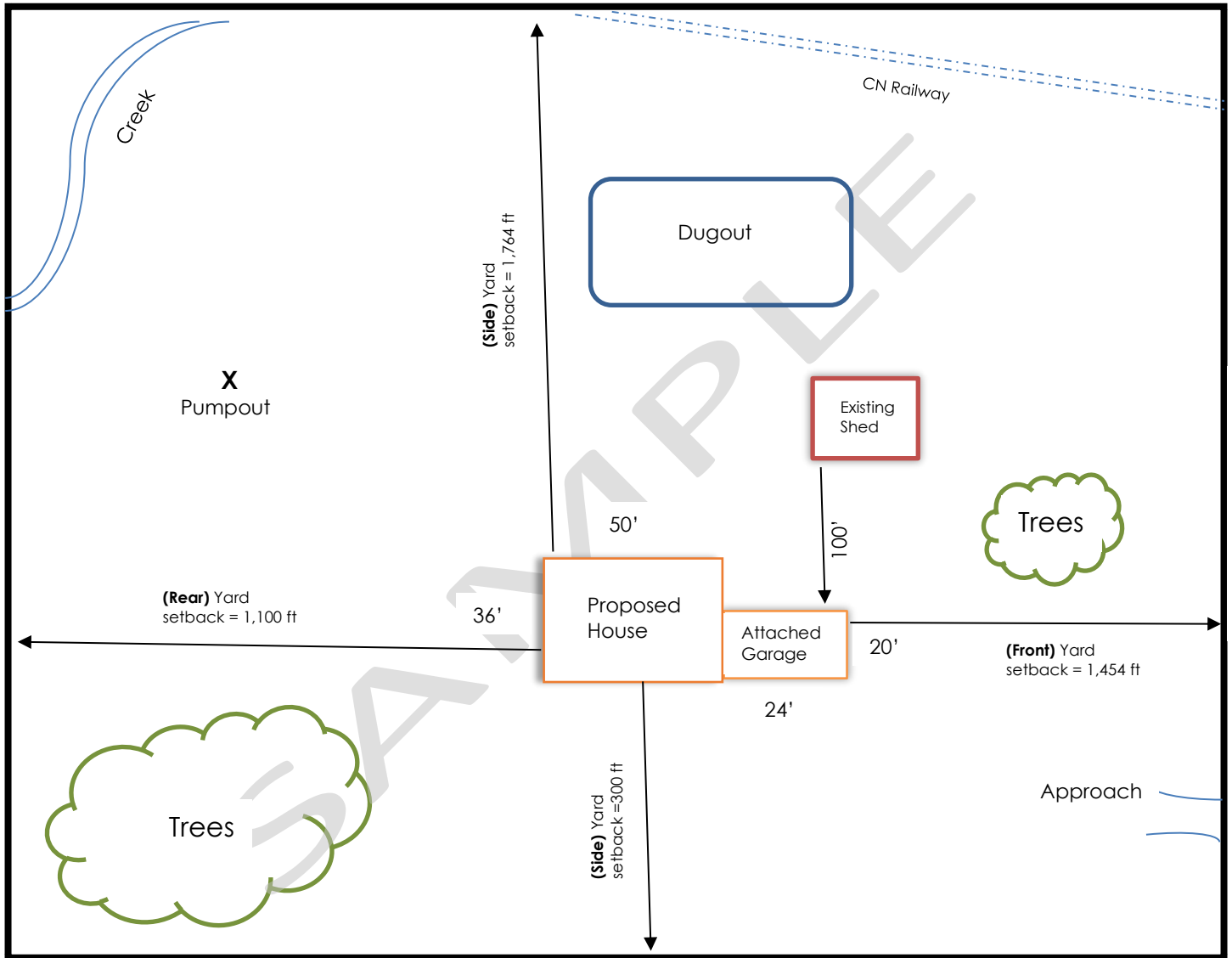
- Please use the above square to represent the **quarter section** where development may occur. Draw your parcel and show its dimensions (this does not need to be scale). In the case of **multi-lot subdivisions**, use the above square to represent your **entire lot**.
- Indicate where buildings are and distances **from all property boundaries**. Also show distances **between** dwelling units and all other buildings.
- Include the location of all roads and/or road allowances. Show the location of the access to your property.
- Include shelterbelts, septic systems, utility lines, watercourses, steep slopes, or any other feature used to determine the location of the proposed development.



SAMPLE SITE PLAN

Lot ____ Block ____ Registered Plan _____

1/4 SE Section 30 Twp 74 Rge 17 W5 Meridian



HIGHWAY 2

RANGE ROAD 175