



DEVELOPMENT PERMIT APPLICATION REQUIREMENTS

Pursuant to Land Use Bylaw No. 2011

Development Permit Application Requirements

The following must be provided to process a development permit:

- Application Form** – completed in full and signed by the applicant and registered owner(s) if different from the applicant.
- Application Fee** – refer to the M.D. of Taber Schedule of Fees for applicable fee.
- Site Plan** – provide a legible plan identifying the existing and proposed development; refer to the Site Plan Requirements attached.
- Abandoned Well Information** – provide documentation from the Alberta Energy Regulator (AER) identifying the presence or absence of abandoned wells for all development permits proposing buildings that are larger than 500 ft² (47 m²) and for additions to buildings that will as a result of the addition become larger than 500 ft² (47 m²). If an abandoned well is identified on the property, development shall comply with the setback directed by AER Directive 079. The Development Authority may require a professionally prepared map showing the actual location of the abandoned well in the field and the required AER setback in relation to building sites prior to issuance of a decision.
- Floor/Building Plan** – a full set of building plans (min. 11X17) or floor plan drawings for all levels of the building (for all buildings including new, previously owned, and additions); note, plans become part of the application and are not returned to the applicant.
- Colour Photographs** – provide recent colour photographs of each elevation of the structure where application is for a moved-in-dwelling or previously occupied prefabricated dwelling and at least two recent colour photographs of the end and side views of any proposed shipping container.
- Safety Codes Report** – provide documentation prepared by a qualified Safety Codes inspector where application is for a previously occupied dwelling (moved-in, prefabricated used, etc.) demonstrating that dwelling meets Alberta Safety Code requirements. If dwelling does not meet requirements, provide information indicating how the dwelling will be brought up to meet the Alberta Safety Codes and a proposed timeframe for completing improvements.

The following additional information may be required at the discretion of the Development Authority and the M.D. of Taber in order to process your application:

- | | |
|--|---|
| <input type="checkbox"/> Landscaping Plan | <input type="checkbox"/> Geotechnical and/or engineering reports |
| <input type="checkbox"/> Grading/Drainage Plan | <input type="checkbox"/> Provincial and/or federal approvals |
| <input type="checkbox"/> Traffic Impact Analysis | <input type="checkbox"/> Any other information as required by the Development Authority |
| <input type="checkbox"/> Soils Analysis for septic feasibility | |

Important Advisory

1. The Development Authority may deem an application incomplete if any of the application requirements are incomplete or if the quality of the information is deemed inadequate to properly evaluate the application. The applicant will be issued a written notice if the application has been deemed incomplete.
2. A pre-application meeting is not required prior to submitting a development permit application except for a Solar Energy System Class C development. Applicants are encouraged to contact the M.D. of Taber Office with any questions about the application process and to review land use bylaw requirements prior to submitting an application.
3. Any development started on the property prior to the issuance of a development permit and expiration of the appeal period is at the applicant's risk.
4. A development permit does not constitute a building permit or approval from any applicable provincial or federal department. The applicant is responsible for determining and obtaining any permits required under AB Safety Codes, AB Transportation and any other applicable provincial and federal approvals prior to commencement.



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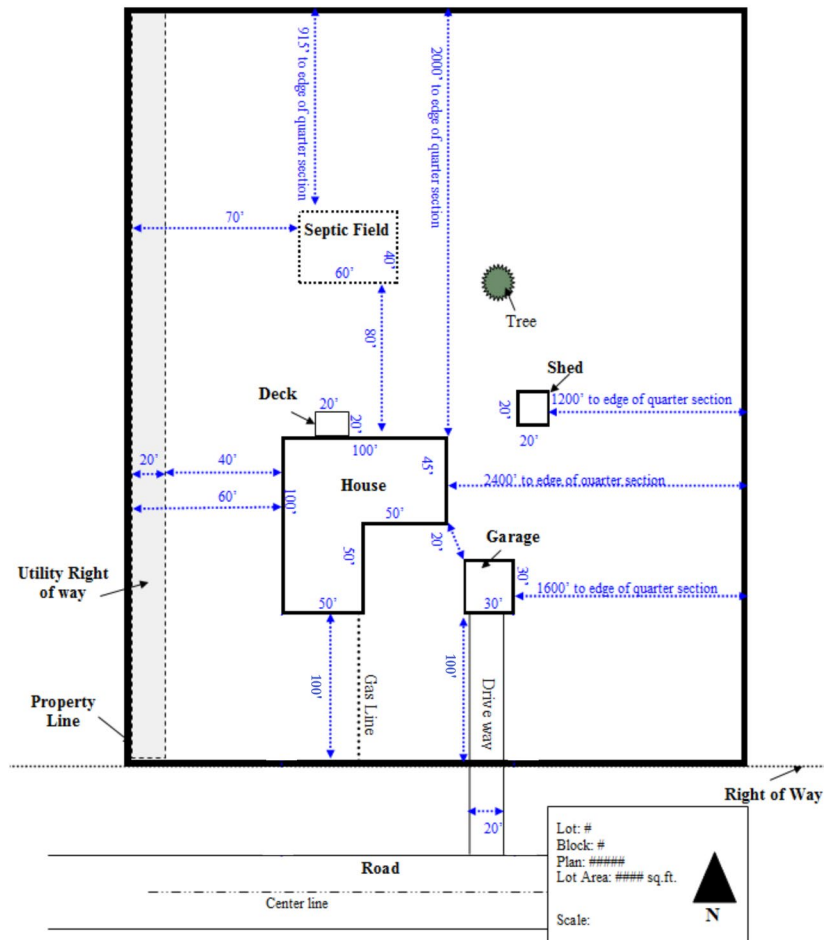
Site Plan Requirements

A site plan identifies the existing and proposed uses and structures on the subject parcel. It is desirable that the site plan and any accompanying drawings are on a scale appropriate to the development. If you are not submitting a professionally prepared site plan, please ensure that the plan is drawn on graph paper or on the grid paper provided in the development permit application.

Please identify the following on the site plan:

- North arrow, scale
- Legal description and address, if applicable
- Lot dimensions and area
- Adjacent roadways and lanes and proposed access
- All existing and proposed buildings, structures and uses with dimensions
- Setbacks from property lines of all existing and proposed buildings, structures and uses
- Water wells, cisterns, dugouts, if applicable
- Septic system, tank and field, if applicable
- Proposed and existing landscaping and fencing
- Any easements and utility right of ways
- Any pipelines and wells, including abandoned wells and required setbacks
- Any drainage and water courses, irrigation canals/ditches/reservoirs, water bodies
- Location and dimension of off-street parking and loading areas (for hamlets, home occupations and commercial and industrial development)

Sample Site Plan





FORM A: DEVELOPMENT PERMIT APPLICATION

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OFFICE USE		
Application No:	Roll No:	Use: <input type="checkbox"/> Permitted <input type="checkbox"/> Discretionary <input type="checkbox"/> Similar <input type="checkbox"/> Prohibited
Application Fee: \$	Date Received:	<input type="checkbox"/> Abandoned Well Information
Application Deemed Complete:	Land Use District:	
20-Day Completeness Period:	40-Day Time Period:	<input type="checkbox"/> Rural Agricultural <input type="checkbox"/> Hamlet Industrial <input type="checkbox"/> Rural/Urban Fringe <input type="checkbox"/> Hamlet Public/Institutional <input type="checkbox"/> Grouped Country Residential <input type="checkbox"/> Hamlet Transitional/Agricultural <input type="checkbox"/> Grouped Country Mixed-Use <input type="checkbox"/> Private Commercial Recreation <input type="checkbox"/> Grouped Rural Industrial <input type="checkbox"/> Locality of Retlaw Direct Control <input type="checkbox"/> Rural Highway Commercial <input type="checkbox"/> Linear Parcel Direct Control <input type="checkbox"/> Hamlet Residential <input type="checkbox"/> Direct Control <input type="checkbox"/> Hamlet Commercial
IDP Referral: <input type="checkbox"/> Yes <input type="checkbox"/> No		

1. APPLICANT & LAND INFORMATION

Applicant's Name: _____ **Phone:** _____

Mailing Address: _____

E-mail Address: _____

Landowner's Name: _____ **Phone:** _____

Mailing Address: _____

Applicant's interest in the proposed development if not the landowner:

- Agent Contractor Tenant Other: _____

Quarter: _____ Section: _____ Township: _____ Range: _____ W4

Lot(s) _____ Block: _____ Plan: _____

Street or Rural address: _____

Titled Area of Parcel: _____ Acres _____ Hectares Land Use District: _____

Are any of the following within a 1/2 mile of the proposed development? Provincial Highway

- Confined Feeding Operation Sour gas well or pipeline Sewage treatment plant or Landfill

2. DEVELOPMENT INFORMATION

Existing Development

Please list the existing buildings, structures and use(s) of the land and indicate whether any are to be removed or relocated.



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Proposed Development

Please describe the proposed development including uses, buildings, structures, and any planned renovations and additions that are to be constructed on the lot; including the dimensions of each.

Please check the applicable box below:

- | | |
|--|--|
| <input type="checkbox"/> Single Detached Dwelling (site built) | <input type="checkbox"/> Manufactured Dwelling: <input type="checkbox"/> New <input type="checkbox"/> Used |
| <input type="checkbox"/> Moved-in Dwelling (previously occupied) | <input type="checkbox"/> Ancillary Structure/Building (e.g., deck/garage/shop) |
| <input type="checkbox"/> Other Building Type: _____ | <input type="checkbox"/> Addition: _____ |

FOR NON-RESIDENTIAL DEVELOPMENT ONLY please check the applicable box below if the proposed development is for one of the following **AND** complete the supplementary form:

- | | | | | |
|--|--|--|---|---|
| <input type="checkbox"/> Commercial
(Form A1) | <input type="checkbox"/> Industrial
(Form A1) | <input type="checkbox"/> Public & Institutional
(Form A1) | <input type="checkbox"/> Home Occupation
(Form A2) | <input type="checkbox"/> Sign(s)
(Form A3) |
|--|--|--|---|---|

Building Details

<i>Dimensions</i>	Principal Building or Addition	Ancillary Building or Addition	Office Use
Building/Addition Size	<input type="checkbox"/> m ² <input type="checkbox"/> sq. ft	<input type="checkbox"/> m ² <input type="checkbox"/> sq. ft	
Height of Building	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Wall Height		<input type="checkbox"/> m <input type="checkbox"/> ft	
<i>Proposed Setbacks from Property Lines</i>	Principal Building	Ancillary Building	
Front	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Rear	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Side	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Side	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Parcel Type:	<input type="checkbox"/> Interior Lot	<input type="checkbox"/> Corner Lot	
<i>Development Details</i>			
Is a new/additional driveway proposed to access the development? <input type="checkbox"/> No <input type="checkbox"/> Yes (specify)			
For Solar or Wind Development: Do you currently possess an Alberta Utilities Commission approval under Rule 24 (net-zero contract), or is approval pending? Please ✓ one: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending			
Please provide the estimated total cost of development: \$			



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Exterior Finish, Fencing & Landscaping

Describe generally the types, colors, and materials, as applicable, of:

Exterior finishes of the proposed building(s): _____

Proposed fencing and height: _____

Proposed landscaping: _____

Describe any proposed improvements to the exterior of the dwelling where application is for a previously occupied dwelling (moved-in, manufactured used home): _____

Services

Indicate the proposed sewer system and potable water supply:

Sewer System:

Water Supply:

Septic field Holding Tank Municipal

Cistern Water well Dugout Municipal/Regional/Co-op

Other(specify): _____

Other(specify): _____

Waivers

Is a waiver to one or more standards in the Land Use Bylaw being requested? No Yes

If yes, please specify which standard(s) and reason waiver is requested: _____

3. DECLARATION OF APPLICANT/OWNER

I/We have read and understand the terms noted below and hereby apply for a development permit to carry out the development described within this application including any attached supplementary forms, plans, and documents.

I/We hereby certify that the registered owner of the land is aware of, and in agreement with this application.

*Further I/We hereby give my/our consent to allow authorized persons the **right to enter** upon the subject land and/or building(s) for the purpose of an inspection with respect to this application only.*

Date: _____

Applicant's Signature: _____

Landowner's Signature: _____
(if different from applicant)

IMPORTANT: This information may also be shared with appropriate government/ other agencies and may also be kept on file by the agencies. This information may also be used by and for any or all municipal programs and services. The application and related file content will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions about the collection of this information, please contact the Municipal District of Taber.



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4. TERMS

1. Subject to the provisions of the Land Use Bylaw No. 2011 of the Municipal District of Taber, the term "development" includes any change in the use, or intensity of use, of buildings or land.
2. The Development Authority may deem a development permit application incomplete if any of the application requirements are incomplete or the quality of the information is deemed inadequate to properly evaluate the application. If an application is determined to be incomplete, the applicant will be issued a written notice, delivered by hand, postal service, or electronic means, stating that the application is incomplete and listing the outstanding documents and information that must be provided within a date set out in the notice in order for the application to be considered complete.
3. Pursuant to Part 1, section 35.2, subsections (i) and (j) of the Land Use Bylaw No. 2011, the Development Authority may require any additional information in accordance with an adopted Intermunicipal Development plan, Municipal District of Taber Municipal Development Plan, or other adopted statutory plan; and, any such other information as may be required at the discretion of the Development Authority to accurately evaluate an application, determine compliance with the Land Use Bylaw, and/or other government regulations.
4. Although the Development Officer is in a position to advise applicants of the process and requirements of the development application, such advice must not be taken as official consent and is without prejudice to the decision in connection with the formal application.
5. Any development started before the issuance of a development permit and expiration of the appeal period is at the applicant's own risk.
6. **If a decision is not made within 40 days** from the date the application is deemed complete, or within such longer period as the applicant may approve in writing, **the applicant may deem the application to be refused** and the applicant may exercise the right of appeal as though the applicant had been mailed a refusal at the end of the 40-day period.
7. A development permit does not constitute a building permit or approval from any provincial or federal department. Construction undertaken subsequent to approval of this development permit application may be regulated by the **Alberta Safety Codes**. The applicant/owner/developer assumes all responsibilities pertaining to construction plan submissions, approval and inspections as may be required by the appropriate provincial body. The applicant is responsible for determining and obtaining any other applicable provincial and federal approvals prior to commencement.



Municipal District of Taber
4900B - 50th Street
Taber, Alberta T1G 1T2
403-223-3541

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Site Plan

(Or attach separate site plan)

A large, empty grid area for drawing a site plan. The grid consists of 20 columns and 30 rows of small squares, defined by dotted lines.