

# REQUEST FOR LICENSE OF OCCUPATION

## *General Information*



If someone wishes to operate on County-owned land, they must first obtain a Licence of Occupation from the County. A Licence of Occupation is a legal agreement authorizing the temporary occupation and use of the County land for a defined time period, under certain terms and conditions. Depending on the type of development proposed on the land, an application for a Development Permit may also be required.

**COMPLETE THE ATTACHED REQUEST FORM** by printing clearly or filling out all of the required fields electronically. Please note that handsigned electronic signatures are accepted, but digital encrypted type signatures are not accepted.

**INCLUDE A SITE PLAN** drawn to scale showing:

- the legal description of the property;
- the parcel dimensions;
- the location and use of all existing and proposed buildings with distances from property boundaries;
- the location of any water bodies and other drainage courses, existing or proposed storm water drainage works, treed areas, shelter belts and other physical features of the land to be developed;
- the existing and/or proposed access to the property;
- all easements, right-of-ways, and adjacent roads; and
- site grading and drainage (indicated with directional arrows) if you are changing the site grade.

**MORE INFORMATION** may be requested by the County to properly evaluate the request.

**RETURN THE APPLICATION TO**



Lacombe County  
Attention: Planning Services  
RR 3 Lacombe AB T4L 2N3  
[planning@lacombecounty.com](mailto:planning@lacombecounty.com)



**For further information about a Licence of Occupation, or the development permitting process, please call Planning Services at (403) 782-8389.**

# REQUEST FOR LICENSE OF OCCUPATION Application Form



THIS FORM IS TO BE COMPLETED & SIGNED IN FULL, WHEREVER APPLICABLE, BY ALL APPLICANT(S)

## 1 APPLICANT INFORMATION

Name of applicant(s)		
Address		
Town	Province	Postal Code
Home Phone	Cell Phone	
Email		

I would like to pick-up the decision for this request, rather than having it mailed.

I would also like an emailed copy of the decision for this request

## 2 LEGAL LAND DESCRIPTION OF PROPERTY TO BE LICENSED

All OR  Part of
 

Quarter (ie. NE/NW/SE/SW)	Section	Township	Range	West of the	Meridian
---------------------------	---------	----------	-------	-------------	----------

OR Being all parts of
 

Lot	Block	Plan
-----	-------	------

OR Description of the location on a County right-of-way

Hamlet/Subdivision Name	Total Parcel Size
-------------------------	-------------------

## 3 DEVELOPMENT INFORMATION

Existing Use of Land

This is a new request OR  This is a renewal request

**4 DESCRIBE THE PROPOSED USE OF THE LAND**

*(If you require more space to write your description, please attach a separate sheet)*

**5 SUPPORTING DOCUMENTS ATTACHED (IF APPLICABLE)**

- Site Plan
- Description of Proposed Use of Land (Additional Sheet)
- Other (please specify)

**6 DECLARATION**

- I/We declare that the information given on this form and accompanying plan(s) and other documents are to the best of our/my knowledge a true statement of facts concerning the proposed use of the land.
- I/We hereby consent to the public release and disclosure of all information contained within this request and supporting documentation as part of the development process.

Applicant Signature	Date
Applicant Signature	Date

*Please note that all information that you provide will be treated as public information in the course of Lacombe County's consideration of this development application pursuant to the Municipal Government Act, R.S.A. 2000 Chapter M-26 and the County's Land Use Bylaw. By signing this application, you consent to the public release of any information provided by you pursuant to this development. Information you provide will only be used for purposes related to the evaluation and consideration of this development application. If you have questions about this, please contact the FOIP Coordinator, Lacombe County, RR 3, Lacombe AB T4L 2N3 (403) 782-6601.*

# REQUEST FOR LICENSE OF OCCUPATION Site Plan



BELOW ARE THE STANDARD SITE PLAN REQUIREMENTS FOR ALL APPLICATIONS. IF YOU WISH TO USE AN AERIAL PHOTO TO DRAW YOUR SITE PLAN, PLEASE USE GOOGLE MAPS OR CONTACT PLANNING SERVICES.

- Include the legal description of the property.
- Identify the parcel dimensions.
- Include the location and use of all existing and proposed buildings with distances from property boundaries.
- Identify the location of any water bodies and other drainage courses, existing or proposed storm water drainage works, treed areas, shelter belts and other physical features of the land to be developed.
- Identify the existing and/or proposed access to the property.
- Identify all easements, right-of-ways, and adjacent roads.
- Identify site grading and drainage (indicated with directional arrows) if you are changing the site grade.
- Indicate north on the site plan, and ensure all distance units are indicated.

