

# SPECIAL EVENTS

## Development Permit Application Information



**COMPLETE THE ATTACHED APPLICATION FORM** by printing clearly or filling out all of the required fields electronically. The application must be signed by the registered owner(s) of the land if different from the applicant. Please note that handsigned electronic signatures are accepted, but digital encrypted type signatures are not accepted.

### **PRIOR TO ACCEPTING THE APPLICATION THE FOLLOWING MUST BE SUBMITTED TO THE COUNTY:**

- Applicants are expected to discuss their proposal with neighbouring landowners within a two mile radius from the event. This consultation is intended to resolve any concerns that the community may have prior to the event taking place. A report outlining details of the landowner consultation and the actions proposed to be taken by the applicant to address any local concerns shall be provided to the County at the time the application is submitted. Please refer to the *Notice & Pre-Circulation Process* for more information.
- Written confirmation from the appropriate RCMP detachment that a detailed operations plan has been reviewed and approved for the event.
- An Emergency Response Plan which is approved by the County's Emergency Services Department.
- A Transportation Accommodation Plan which is approved by the County's Operations Department.
- Proof of insurance with Lacombe County shown as Additional Named Insured. Coverage MUST be a minimum of \$2,000,000.
- A site plan drawn to scale showing all existing and proposed structures on site, main access & egress as well as emergency route and muster points, first aid stations, location & direction of a stage and speakers, placement of temporary & permanent lighting, washrooms, vendors, and parking areas. If camping is proposed, the site plan should also delineate different areas of camping (Section A, B, C etc.) so that emergency personnel may be directed to a specific area in the case of an emergency.

**PLEASE NOTE THAT AN APPLICATION FOR A SPECIAL EVENT MUST BE SUBMITTED AT LEAST 60 DAYS PRIOR TO THE EVENT.**

**A NON-REFUNDABLE PROCESSING FEE** must also be paid. The current fee is \$50+GST for neighbouring landowner circulation, and \$500 application fee, for a total of \$552.50 per special event application. **All fees are payable to Lacombe County via cheque, cash, debit, or credit card. Credit card payments are completed using OptionPay (a third party software provider) and are subject to additional surcharges.**

Please note that normally a \$50 sign application fee is required for all signs. However, if the sign application is submitted with your application for development permit, the \$50 processing fee will be waived.

*The County may at its discretion permit certain small scale non-commercial or community events to take place without the requirement to obtain a development permit.*

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

### **RETURN THE APPLICATION TO**



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

# SPECIAL EVENTS

## Development Permit Application Form



**THIS FORM IS TO BE COMPLETED & SIGNED IN FULL, WHEREVER APPLICABLE, BY ALL REGISTERED OWNER(S) OF THE LAND AND/OR BY A PERSON AUTHORIZED TO ACT ON BEHALF OF THE LANDOWNER(S)**

### 1 LANDOWNER INFORMATION

Name of registered owner(s) of land		
Address		
Town	Province	Postal Code
Home Phone	Cell Phone	
Email		

I would like to pick-up my Notice of Decision and Development Permit, rather than having it mailed.

I would also like an emailed copy of my Notice of Decision and Development Permit.

### 2 APPLICANT AUTHORIZED TO ACT ON BEHALF OF REGISTERED LANDOWNER(S) (IF APPLICABLE)

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

### 3 LEGAL LAND DESCRIPTION OF PROPERTY TO BE DEVELOPED

<input type="radio"/> All OR <input type="radio"/> Part of	Quarter (ie. NE/NW/SE/SW)	Section	Township	Range	West of the	Meridian
	OR Being all parts of Lot	Block	Plan			
Hamlet or Subdivision Name						
Civic Address (Blue 911 Sign)				Total Parcel Size		

#### 4 EVENT CONTACT DETAILS

Organizer (Name)	
Phone	Email
On Site Liaison (Name)	
Phone	Email
Security (Name)	
Phone	Email

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

<input type="checkbox"/> Site Plan	<input type="checkbox"/> Copy of Liquor Permit
<input type="checkbox"/> Traffic Accommodation Plan	<input type="checkbox"/> Emergency Response Plan
<input type="checkbox"/> Consultation Report	<input type="checkbox"/> Liability Insurance
<input type="checkbox"/> RCMP Confirmation	<input type="checkbox"/> Other (please specify) <input style="width: 150px;" type="text"/>

#### 6 EVENT INFORMATION

Existing Use of Land	
Name of Proposed Event	Type of event
Projected number of attendees	Event website

This is a new event    OR     This is a renewal of a previously approved event

If this is a renewal, please list any changes for this year:

Date(s) of the Event: *(please attach a detailed itinerary if available)*

Date	Start Time	End Time

Describe the types of activities that will take place:

## 7 USE OF ANY EXISTING AND/OR TEMPORARY STRUCTURES

*(please ensure the names of the structures correlate with those listed on the site plan)*

Has an occupancy load been established for the above noted buildings?

*(the County will require confirmation that an accredited safety codes agency has completed an occupancy load for each structure that will be used during the event)*

YES  NO  IN PROGRESS  If yes, what is the occupancy load?

For development that would result in residential occupancy, overnight accommodation or public facilities, please indicate if the development would be within 800 metres (or 0.8 kilometres) of:

Sour Gas Facility YES  NO

Confined Feeding Operation YES  NO

Landfill for the disposal of waste,  
waste processing site or waste  
transfer station YES  NO

Wastewater Treatment Facility YES  NO

## 8 TRAFFIC

Indicate the expected number vehicle trips per day that will be generated as a result of the event:

Indicate the expected peak traffic times and what part of the event they correspond to:

Indicate the primary route patrons will take to enter the site:  
*(the County will require this to be shown on the site plan)*

Indicate the proposed route that is reserved for emergency vehicles to gain access to the site:  
*(the County will require this to be shown on the site plan)*

What are the expected impacts on County roads and how will you address them?  
*(dust control, road maintenance, gravel etc.)*

What provisions have been made for parking of participants, vendors, organizers, performers?

## 9 SOUND

Will the event feature amplified entertainment? YES  NO

Description of the sound:  
*(equipment, duration or source)*

Expected impacts:

Steps taken to reduce impacts:

## 10 FOOD, BEVERAGE AND MERCHANDISE

Will alcohol be served? YES  NO

*If yes, please ensure a copy of your liquor license is attached.*

If food, beverages, and/or merchandise are to be sold, please provide a list of the vendor names and the products to be sold:

Describe how you will deal with waste generated on site from vendors and patrons:  
*(this includes greywater, sewage, litter, cooking oil etc.)*

## 11 CAMPING

Is overnight camping proposed? YES  NO

If yes, how many sites are proposed?

Will advanced entry for camping setup be available? YES  NO

If so, what date will the site be open for this purpose?

Are campfires proposed during the event? YES  NO

If yes, what firefighting measures are in place?

*Please ensure camping areas are clearly marked with signage indicating Section A, B, C etc. so that emergency personnel may be directed to a specific area in case of an emergency.*

**12 OTHER APPROVALS**

Is the proposed development the subject of a licence, permit, approval, or other authorization granted by the Natural Resources Conservation Board, Energy Resources Conservation Board, Alberta Energy Regulator, Alberta Energy and Utilities Board or Alberta Utilities Commission?

YES  NO

If "yes", please describe

Is the proposed development the subject of the application is the subject of a licence, permit, approval, or other authorization granted by the Minister of Environment or granted under any Act the Minister is responsible for under s.16 of the Government Organization Act\*?

YES  NO

If "yes", please describe

*\*The Minister is responsible for the following Acts: Alberta Land Stewardship Act, Environmental Protection Act, Public Lands Act, Surveys Act, Water Act.*

**13 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 development
- I/We also give my/our consent to allow a person appointed by the County the right to enter upon the said property with respect to this application only.
- I/We hereby consent to the public release and disclosure of all information contained within this application and supporting documentation as part of the development process.

Registered Landowner Signature	Date
Registered Landowner Signature	Date
Applicant Signature (If Different than the Registered Landowner)	Date
Applicant Signature (If Different than the Registered Landowner)	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.*