

# COMMUNITY FACILITY

## 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 one mile radius from the community facility. 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.
- An Emergency Response Plan which is approved by the County's Emergency Services Department. For more information, please refer to Lacombe County's *Emergency Response Plan Guidelines* information package, available [here](#).
- 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.

**DETAILS OF THE COMMUNITY FACILITY ARE REQUIRED** In most cases, the attached form will provide us the necessary information to render a decision on your application, however once we have reviewed your application, we may request further information in order to assess whether the community facility might create any problems within the community.

It is very important that you provide details about your proposal so that we understand what kind of activity will take place at the site and how this activity might affect neighbours and the road system. Additional information can simply be attached to the application. A good understanding of your proposal will help to avoid unnecessary delays in processing your application.

**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 existing and/or proposed access & egress as well as emergency route and muster points;
- the parking areas;
- 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;
- all easements, right-of-ways, and adjacent roads; and
- site grading and drainage (indicated with directional arrows) if you are changing the site grade.

**A COPY OF THE PRIVATE SEWAGE DISPOSAL SYSTEM PERMIT** issued by an accredited safety codes agency is required for construction of a new community facility or for an addition to an existing community facility. If an addition is planned, the County may require written confirmation from a safety codes agency that the existing

sewage system is adequate for any proposed additions to a residence. A list of accredited agencies is provided on the attachment titled *Compliance with Safety Codes Act*.

**EXTERIOR ELEVATION DRAWINGS** are required to be submitted with any application for a community facility. These drawings are needed to consider the quality of the exterior appearance of the proposed building(s), to ensure the exterior finishes and materials are acceptable.

**ALBERTA ENERGY REGULATOR (AER) DOCUMENTATION** identifying the presence or absence of abandoned wells on the property must be provided with all development permit applications for buildings larger than 47 m<sup>2</sup> (500 ft<sup>2</sup>) and for additions to buildings that will, as a result of the addition, become larger than 47 m<sup>2</sup> (500 ft<sup>2</sup>). The County will obtain this information directly from the AER for your application.

If it appears that a potential conflict between abandoned well locations and proposed surface development may exist, the applicant must contact the licensee on record for any additional information that may be required or to physically locate the well.

**A SURROUNDING LAND USE MAP** must be provided showing land uses (e.g. houses, other buildings or developments, roads, oil/gas facilities, watercourses, etc.) within 1.6 kilometres (1 mile) of the proposed development.

**SAFETY CODES COMPLIANCE** is a requirement for all new and modified community facility developments. It is important to contact a Safety Codes Officer early to ensure development and building plans comply. This would include but not necessarily be limited to Building, Plumbing, Gas, Electrical and Fire codes. Please refer to the list of accredited agencies provided on the attachment titled *Compliance with Safety Codes Act* for Building, Plumbing, Gas and Electrical accredited agencies. For more information on Fire code, please contact Lacombe County's Fire Chief.

**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 community facility 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.

**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)

## IMPORTANT NOTES

No development shall be started until the County has issued a development permit.

Where the proposed development is a permitted use and complies with the provisions of the County's Land Use Bylaw, a development permit will be issued as soon as a decision is made to approve the application. Neighbours do not have any right of appeal for a permitted use.

Any decision made by the County on an application for a discretionary-use development or relaxation of one or more provisions of the Land Use Bylaw will be subject to appeal. If an application is refused, or the applicant or other party is not satisfied with one or more conditions of approval, then an appeal can be made to the appropriate appeal board (Land and Property Rights Tribunal or the County's Subdivision and Development Appeal Board). The length of the appeal period is 21 days; if no appeals are received within this time period, the decision will be upheld by the County. If the decision was to approve the development, and there are no outstanding conditions of approval required to be completed prior to issuance, a development permit will normally be issued.

If an appeal is filed against a decision, the application will be referred to the appropriate appeal board. The appeal board will then hear the application on its own merit and make a decision to approve or refuse the application. Should an approval be given, and there are no outstanding conditions of approval required to be completed prior to issuance, a development permit will be issued.

Once a permit has been issued, the applicant(s) will have no more than 12 months from the date of issuance to commence the development described within the permit, and will have no more than 24 months from the date of issuance to complete the development. If the development described within the permit has not commenced within 12 months of the date of issuance, or the development has not been completed within 24 months, the permit may be declared null and void. Any request for an extension of these deadlines must be made in writing to the County; prior to the expiry of the 12 month deadline for development which has not commenced; and prior to the expiry of the 24 month deadline for development which has been commenced, but has not been completed.

Once the development is started, it is not to be abandoned or left for an extended period of time in what the County considers to be an unsightly or unsafe condition. The development must be completed in accordance with the development approval.

No changes or additions are to be made to the development without prior approval of the County.

The permit does not excuse the applicant from complying with any other government regulations or requirements which may affect the development. For example:

- permits may be required under the Alberta Safety Codes Act before development can proceed. For more information, contact one of the accredited safety code agencies listed on the attachment titled *Compliance with Safety Codes Act*.
- a permit will be required from Alberta Transportation for any development that is proposed within 300 metres (984 feet) of a highway or within 800 metres (2625 feet) of an intersection of a highway with another public road.

Before applying for a development permit, it is advisable to check with all oil/gas companies having an interest against the property for pipeline locations and restrictions affecting development near their facilities. Utility companies also need to be contacted prior to carrying out the development to ensure that buried utility lines are not impacted by the development.



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

# COMMUNITY FACILITY

## 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

All OR  Part of
 

Quarter (ie. NE/NW/SE/SW)	Section	Township	Range	West of the	Meridian
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OR Being all parts of
 

Lot	Block	Plan
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Hamlet or Subdivision Name	
Civic Address (Blue 911 Sign)	Total Parcel Size

#### 4 GENERAL INFORMATION

Existing use of land
Name of Proposed Community Facility
Community Facility Owner

This is a new community facility OR  This is a renewal of a previously approved community facility

If this is a renewal, please list any changes from the previous application:

Describe the proposed community facility:

Describe the types of events that will take place in the community facility:

Please indicate if any site work has been started on the proposed development. If so, specify the work done. *You are advised that no further work on the development is to occur until a permit has been issued by the County.*

For development that would result in **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

#### 5 HOURS OF OPERATION

Monday	Start Time	End Time
Tuesday	Start Time	End Time
Wednesday	Start Time	End Time
Thursday	Start Time	End Time
Friday	Start Time	End Time
Saturday	Start Time	End Time
Sunday	Start Time	End Time

**6 EXISTING OR NEW STRUCTURE(S)**

Identify the use(s) that will be made of any **existing buildings and/or other structures**:  
*Please attach a site plan showing the location of these buildings with their distances from roads, other property boundaries, and water bodies.*

Indicate whether any **new building(s) or structure(s)** will be required and what use will be made of them:  
*Please attach a site plan showing the location of any proposed new building(s) or structures with their distances from roads, other property boundaries, and water bodies.*

Estimated Construction Value (\$)	Type of Footings and/or Foundation
Type of Structure	Area
Exterior Finish	Height

Has an occupancy load been established for the community facility?  
*(the County will require confirmation that an accredited safety codes agency has completed an occupancy load for each structure that will be used)*

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

Describe any **kitchen facilities** that will be provided in the community facility.

Describe any **washroom facilities** that will be provided in the community facility (including **number of bathroom stalls**).

Please indicate if any changes are proposed to the **lot grades**. Where changes are proposed, the County will require drawings showing the grade alterations.

## 7 OUTDOOR STORAGE

Describe any **outdoor storage** that will be required, including the types of materials and equipment that will be stored outside. Please specify any **screening** that is proposed for this outdoor storage, such as fencing, landscaping or earth berms:

*Please indicate the proposed location of the outdoor storage on the site plan in relation to any buildings, structures, roads and other natural features.*

## 8 EMPLOYEES

### On-site Employee Information:

*On-site employees are those who normally work on the site **more than a total of 6 hours in a week**. On-site employees typically also include yourself, the facility owner/operator.*

Number of resident on-site employees

Number of non-resident on-site employees

### Off-site Employee Information:

*Off-site employees are those who normally work on the site **less than a total of 6 hours in a week**.*

Number of resident off-site employees

Number of non-resident off-site employees

## 9 TRAFFIC

This community facility will generate  **vehicle trips per day**

Indicate the expected **peak traffic times**:

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.)*

Describe how much **parking space** will be provided for facility users and employees:  
*Please indicate the proposed parking location and access(es) into the property on the site plan.*

## 10 SIGNAGE

Do you require any **signage** for the community facility:

Yes OR  No

*If you require signage for your community facility, please complete the following section. This information may include proposed new signage, or already existing signage.*

### TYPE OF SIGN

Freestanding sign OR  Fascade Sign

The sign will be illuminated.

### PURPOSE OF SIGN

### LOCATION OF SIGN

Describe the **location** of any signage that will be required.

*Please indicate the proposed location of the signage on the site plan in relation to any buildings, structures, roads and other natural features.*

### SKETCH OF SIGN

Draw a **sketch** of any signage that will be required, or attach separately to your application.

## 11 MITIGATIVE MEASURES

Explain what **measures will be taken to minimize or avoid any potential nuisances or other conflicts** with neighbouring residents and land uses, due to noise, dust, lighting, traffic, etc.:

**Have you discussed your community facility proposal with your neighbours?** If so, please indicate which neighbours you've discussed it with, what they had to say, and what you propose to do to address any issues or concerns that were raised?

## 12 OTHER COMMENTS OR INFORMATION THE COUNTY NEEDS TO CONSIDER

Please indicate if there are any abandoned wells on the property as required by AER. If your proposed development incorporates green technology, please provide details.

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

- |   |   |
|---|---|
| <input type="checkbox"/> Site Plan                              | <input type="checkbox"/> Elevation Drawings       |
| <input type="checkbox"/> Emergency Response Plan                | <input type="checkbox"/> Liability Insurance      |
| <input type="checkbox"/> Copy of Private Sewage Disposal Permit | <input type="checkbox"/> Surrounding Land Use Map |
| <input type="checkbox"/> Signage Sketch                         | <input type="checkbox"/> Other (please specify)   |

**14 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.*

**15 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.*

# COMMUNITY FACILITY

*Surrounding Land Use Map*



**Use the bold outlined square below to represent the quarter section on which the existing or proposed community facility is located.**

Please draw a map showing land uses (e.g. houses, other buildings or developments, roads, oil/gas facilities, watercourses, etc.) within 1.6 kilometres (1 mile) of the proposed development. Each square represents a quarter section, 800 metres x 800 metres (½ mile by ½ mile).




# DEVELOPMENT PERMIT

*Compliance with Safety Codes Act*



## NOTICE: PERMITS FOR BUILDING, ELECTRICAL, PLUMBING, GAS AND PRIVATE SEWAGE DISPOSAL SYSTEMS

**The Safety Codes Act requires that all contractors and homeowners in Alberta obtain permits prior to commencing work on buildings covered by the Alberta Building Code or work governed by the Canadian Electrical Code, the Alberta Gas Code or the Alberta Plumbing Code. For more information on what permits may be required, contact one of the accredited safety service agencies listed below.**

In a non-accredited municipality, such as Lacombe County, permits are available through agencies who provide inspection services on behalf of the province through the Alberta Safety Codes Authority (ASCA).

Aside from the legal requirement to obtain safety codes permits, the major benefits of obtaining a permit are knowing that the installation will conform to the safety standards that have been adopted under the Safety Codes Act, and that inspection(s) will be provided by certified safety codes officers.

Services that you can normally expect to receive include: a permit, plans examination (if applicable), inspection(s) by certified safety codes officers, inspection report(s), follow-up of deficiencies and/or unsafe conditions, technical advice, and a status report at the completion of the project.

Permit fees are established by each agency in a competitive market with maximum fee levels set by Alberta Safety Codes Authority (ASCA).

### AGENCIES AUTHORIZED BY ASCA TO ISSUE BUILDING, ELECTRICAL, GAS OR PLUMBING PERMITS AND PROVIDE COMPLIANCE MONITORING IN LACOMBE COUNTY

Agency Name	Phone	Email	Fax
IJD Inspections Ltd. <a href="http://www.ijd.ca">www.ijd.ca</a>	(403) 346-6533 1-877-617-8776	<a href="mailto:permits@ijd.ca">permits@ijd.ca</a>	(403) 347-2533
Superior Safety Codes Inc. (Red Deer) <a href="http://www.superiorsafetycodes.com">www.superiorsafetycodes.com</a>	1-888-358-5545 (403) 358-5545	<a href="mailto:info@superiorsafetycodes.com">info@superiorsafetycodes.com</a>	1-866-358-5085
The Inspections Group Inc. <a href="http://www.theinspectionsgroup.com">www.theinspectionsgroup.com</a>	(780) 454-5048 1-866-554-5048	<a href="mailto:questions@inspectionsgroup.com">questions@inspectionsgroup.com</a>	1-866-545-5222
Park Enterprises <a href="http://www.parkinspections.com">www.parkinspections.com</a>	(403) 329-3747 1-800-621-5440	<a href="mailto:contact@parkinspections.com">contact@parkinspections.com</a>	1-866-406-8484