

# 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.

**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.

**A COPY OF THE PRIVATE SEWAGE DISPOSAL SYSTEM PERMIT** issued by an accredited safety codes agency is required if the application is for the construction or location of a residence on the property. If an addition is planned to a residence, 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*.

**SUBMIT FOR EACH STRUCTURE:**

- Exterior elevations or photos of all sides
- Floorplans or blueprints showing interior layout

These details help us assess exterior appearance, finishes, and overall suitability for the site.

**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 NON-REFUNDABLE PROCESSING FEE** must also be paid. The current fee is \$200 for most Development Permit Applications including applications for a major home based business or outdoor storage; however, a \$500 fee is required for all uses in the commercial and industrial districts, and for the following uses in all districts: sand and gravel extraction and processing, minor business and trade, community facility, special events, major campground, commercial alternative energy, cannabis production facility, and cannabis retail. **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.**

**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.**

# 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		
Mailing 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)		
Mailing 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 DEVELOPMENT INFORMATION

Existing use of land

Describe the proposed development

Estimated Construction Value (\$)

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

## 5 DETAILS OF PROPOSED STRUCTURE(S)

<input type="radio"/> Constructed on-site    OR <input type="radio"/> Moved-in building/structure	Type of Footings and/or Foundation
Type of Structure	Exterior Finish

For a Manufactured or Mobile Home, or Other Moved-in Building

Make	Year	Serial Number
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## 6 TOTAL BUILDING AREA OF PROPOSED STRUCTURE(S)

BUILDING AREA means the total ground floor area and/or footprint of a building or structure. This area is inclusive of additions, covered decks, enclosed decks, porches, verandas, attached garages, and/or lean-tos.

Description of Structure	Total Building Area (please specify units of measurement)
EXAMPLE1-RESIDENTIAL Dwelling with veranda, covered deck + attached garage	2,575 square feet
EXAMPLE2-ACCESSORYBUILDING Detached garage with lean-to	167 square metres
EXAMPLE3-COMMERCIALORINDUSTRIAL Addition to existing office building + new warehouse	5,000 square feet office addition + 28,000 square feet warehouse

## 7 CHANGES TO SITE GRADES

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

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

Please indicate if there are any abandoned wells on the property as required by AER.

Please indicate if your proposed development incorporates green technology. If so, please provide details.

## 9 STATUS OF THE PROPOSED DEVELOPMENT

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.*

## 10 SUPPORTING DOCUMENTS ATTACHED (IF APPLICABLE)

- Site Plan
- Copy of Private Sewage Disposal Permit
- Elevation Drawings / Blueprints / Photographs
- AER Documentation
- Other (please specify)

## 11 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.*

## 12 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 <i>(If Different than the Registered Landowner)</i>	Date
Applicant Signature <i>(If Different than the Registered Landowner)</i>	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, as authorized under Section 4 of the Protection of Privacy Act 4(a) the collection of that information is expressly authorized by the Municipal Government Act and 4(c) that information relates directly to and is necessary for an operating program or activity of the public body, including a common or integrated program or service. 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 Records Management and Privacy Coordinator, Lacombe County, RR 3, Lacombe AB T4L 2N3, (403) 782-6601.*

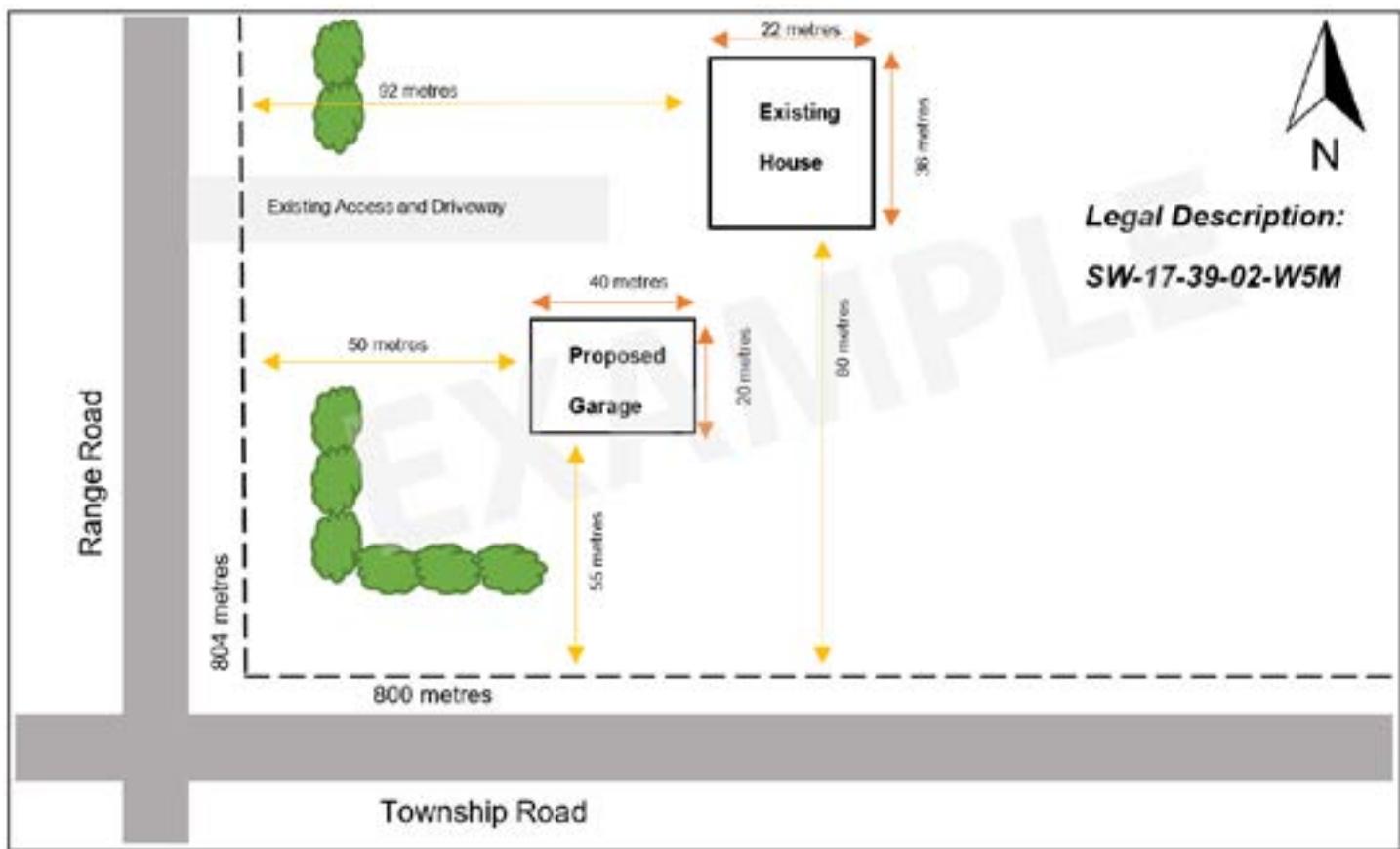
# DEVELOPMENT PERMIT

## 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 and water bodies.
- 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.



# 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.inspectionsgroup.com">www.inspectionsgroup.com</a>	(780) 454-5048 1-866-554-5048	<a href="mailto:questions@inspectionsgroup.com">questions@inspectionsgroup.com</a>	1-866-454-5222
Davis Inspection Services Ltd. <a href="http://www.davisinspections.ca">www.davisinspections.ca</a>	(403) 275-3338 1-800-639-0912	<a href="mailto:info@davisinspections.ca">info@davisinspections.ca</a>	(403) 275-9790
Park Enterprises <a href="http://www.parkenterprises.ca">www.parkenterprises.ca</a>	(403) 329-3747 1-800-621-5440	<a href="mailto:contact@parkenterprises.ca">contact@parkenterprises.ca</a>	1-866-406-8484