



DEVELOPMENT PERMIT APPLICATION

PART I - APPLICANT INFORMATION

NAME OF APPLICANT:		TELEPHONE:
EMAIL ADDRESS:		CELL:
MAILING ADDRESS (including Postal Code):		
NAME OF REGISTERED OWNER:		TELEPHONE:
MAILING ADDRESS (including Postal Code):		
NAME OF CONTRACTOR:		TELEPHONE:
MAILING ADDRESS (including Postal Code):		
ARCHITECT and/or ENGINEER:		

PART II - LAND INFORMATION

MUNICIPAL ADDRESS:			CURRENT LAND USE ZONING:
LOT:	BLOCK:	PLAN:	LEGAL LAND DESCRIPTION:

PART III - PROJECT INFORMATION

ESTIMATED COST OF PROJECT:	START DATE:	COMPLETION DATE:
PROJECT DESCRIPTION:		

PLEASE NOTE: All fees applicable to development permits are due upon receipt of your approved development permit or at the time you are submitting a development permit for approval.

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| <input type="checkbox"/> Variance / Relaxation | <input type="checkbox"/> New Home Construction | <input type="checkbox"/> Home-Based Business |
| <input type="checkbox"/> Grading / Excavation | <input type="checkbox"/> Detached Garage | <input type="checkbox"/> Basement Development |
| <input type="checkbox"/> Sea Can | <input type="checkbox"/> Shed | <input type="checkbox"/> Deck Development |
| <input type="checkbox"/> Extension of Time | <input type="checkbox"/> Gazebo or Pergola | <input type="checkbox"/> Other Building Addition |

BY SUBMITTING AN APPLICATION, I HEREBY ALLOW RIGHT OF ENTRY FOR INSPECTION PURPOSES AND CERTIFY THAT THE INFORMATION GIVEN ON THIS FORM IS FULL AND COMPLETE AND IS, TO THE BEST OF MY KNOWLEDGE, A TRUE STATEMENT OF THE FACTS RELATING TO THIS APPLICATION FOR DEVELOPMENT APPROVAL.

Signature of Registered Owner(s)

Signature of Person Acting on Behalf of Registered Owner(s)

Protected by the privacy provisions of the Freedom of Information and Protection of Privacy (FOIP) Act, this personal information is being collected under the authority of the Town of Penhold Land Use Bylaw 661/11 and the Municipal Government Act (MGA) and will be used for Planning and Development decisions.

FOR OFFICE USE ONLY

PART IV – DECISION CONDITIONAL APPROVAL APPROVED NOT APPROVED

PERMIT NUMBER:	DATE RECEIVED:	DATE OF ISSUE:	ISSUING OFFICER'S NAME:
ROLL NUMBER:	DATE OF DECISION:	ISSUING OFFICER'S SIGNATURE:	ISSUING OFFICER'S DESIGNATION:

DEVELOPMENT PERMIT APPLICATION

1. An application for a development permit must be made to the Development Officer in writing and accompanied by:
 - a) a scaled site plan in duplicate showing:
 - i. the legal description and surveyed dimensions of the parcel;
 - ii. the front, rear and side yards of an existing and proposed buildings;
 - iii. the removal of existing trees and shrubs, if any;
 - iv. the location of existing and proposed wells, septic tanks, disposal fields, culverts and crossings, if any;
 - v. provision for off-street loading and vehicle parking, if any;
 - vi. access and egress points to the parcel;
 - vii. the location and dimensions of any easements or rights of way;
 - viii. existing and proposed parcel elevations and grades, and methods of draining surface and sub-surface water;
 - ix. the municipal address and adjoining roads;
 - x. the location of existing and proposed public utility lines;
 - xi. the location, design and screening of garbage storage and recycling facilities.
 - b) scaled floor plans, elevations clearly indicating the front, rear and sides and facing materials of any proposed buildings, and sections in duplicate;
 - c) a statement of existing and proposed uses;
 - d) a copy of the Certificate of Title to the land and, if the applicant is not the owner, a statement of the applicant's interest in the land together with the written consent of the owner to the application;
 - e) the estimated commencement and completion dates;
 - f) the estimated cost of the project or contract price; and
 - g) such other plans and information as the Development Officer may consider necessary to properly evaluate the proposed development.
2. In addition to the requirements listed in above, development permit applications for developments proposed in the General Commercial (C1) or Highway Commercial (C2) Districts will also be accompanied by:
 - a) landscaping plan(s) completed by a landscape architect or another person qualified to perform such work and will include:
 - i. boundaries and dimensions of the subject site;
 - ii. location of all the buildings, vehicle and bicycle parking areas, driveways and entrances;
 - iii. location of all exterior lights on the site and their projected light patterns in relation to adjacent public roadways and developments;
 - iv. location of existing plant materials to be retained;
 - v. location of new plant materials;
 - vi. list of plant materials identifying the name, quantity and size of plant material;
 - vii. all other physical features, existing or proposed, including berms, walls, fences, outdoor furniture, lighting and decorative planting; and
 - viii. where applicable, a location plan showing the proposed development and landscaping relative to the landscaping and improvements on adjacent properties.
 - b) coloured elevation drawings showing the architectural treatment of all buildings;
 - c) where applicable, relationships between buildings;
 - d) vehicle and pedestrian site circulation; and
 - e) locations of signs.
3. The Development Officer may refuse to accept an application for a development permit where the information required by subsection (1) and (2) has not been supplied or where, in his/her opinion, the quality of the material supplied is inadequate to properly evaluate the application.
4. The Development Officer may consider an application and make a decision without all of the information required by subsection (1) and (2), if he/she is of the opinion that a decision on the application can be properly made without such information.
5. Each application for a development permit must be accompanied by a non-refundable processing fee, the amount of which will be determined from time to time by Council.
6. Floor drains in garages shall not be allowed to connect to municipal services.