



Application No.: _____

**TOWN OF SUNDRE
LAND USE BYLAW**

APPLICATION FOR A DEVELOPMENT PERMIT

I / We hereby make application under the provisions of the Land Use Bylaw for a Development Permit in accordance with the plans, supporting information and application fee herewith and which form part of this application.

Applicant: _____ Telephone: _____

Mailing Address: _____ Postal Code: _____

Registered Owner: _____ Telephone: _____

Mailing Address: _____ Postal Code: _____

Email: _____ Preferred Method to Receive Permit: _____

Address of Property to be Developed:

Civic Address: _____

Legal: Lot: _____ Block: _____ Registered Plan No.: _____

Parcel Type: Interior _____ Corner _____ Parcel Area: _____ m² Land Use Classification: _____

Existing Development on Land: _____

Proposed Use: Construct ___ Repair/Alter ___ Demolish ___ Relocate ___ Home Occupation ___ Renovate ___

Description of Development or Use: _____

Proposed Yards: Front _____ m Left Side _____ m Right Side _____ m Rear _____ m

Floor Area:

Existing Development: _____ m² Proposed Development _____ m² Parcel Coverage: _____ %

No. of Off-Street Parking Stalls: _____ Size of Off-Street Loading Space: _____

Height of Building: _____ Garbage Container: Yes _____ No _____ Estimated Value of Project: \$ _____

Estimated Date of Commencement: _____ Completion: _____

I/We hereby certify that I am/we are the registered owner(s) or authorized to act on behalf of the registered owner(s) and that the information on this form and on the attached plans and supporting materials is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

Signature of Applicant: _____ Date: _____

RIGHT OF ENTRY

I/We being the registered owner(s) or person(s) in possession of the herein land and building(s) thereon, hereby consent to an authorized person designated by the Town of Sundre entering upon the said property for the purpose of inspection during the processing of this application.

Signature of Applicant: _____ Date: _____

This personal information is being collected under the authority of the Safety Codes Act and Municipal Government Act and will be used in the processing of this application. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. The name of the permit holder and the nature of the permit are available to the public upon request. If you have any questions about collecting or use of this personal information, please contact the Planning & Development Department, 717 Main Avenue West, Box 420, Sundre, AB, T0M 1X0 at 403-638-3551.

FOR OFFICE USE ONLY

Application Fee: _____ Receipt No.: _____ Date: _____ Roll No: _____ Land Title: _____

Plot Plan: _____ Letter from Owner: _____ Landscaping Plan: _____ Parking Plan: _____ Accepted as Complete: _____

Development Officer: _____ Approved: _____ Refused: _____ MPC Approval Date: _____

Decision Date: _____ Notice of Decision Date: _____ Development Permit Issue Date: _____

SDAB: _____ Hearing Date: _____ Date of Decision: _____

THIS IS NOT A BUILDING PERMIT



**TOWN OF SUNDRE
LAND USE BYLAW**

REQUIREMENTS TO ACCOMPANY DEVELOPMENT PERMIT APPLICATION FORM

PLEASE NOTE: In accordance with Land Use By-Law 705, your application will not be processed unless and until all the following information has been submitted:

1. **Application Form:** Be as detailed as possible and fill in all relevant “blanks”. Use a separate piece of paper for any additional information that you think is relevant.
2. **Site Plan:**
 - a. Neatly drawn and preferably to scale;
 - b. Drawn on letter-size (8.5” X 11”) or larger (dependent upon the complexity of the proposal);
 - c. Included on the drawing/plan are the following:
 - i. Property boundaries;
 - ii. Legal description and municipal address of the property;
 - iii. Dimensions, including parcel size, of the site (metric);
 - iv. Location (sizes and dimensions) of all existing and proposed buildings and their uses, including all setbacks (distances from property lines);
 - v. “North” arrow;
 - vi. all access roads (streets, lanes, etc);
 - vii. all registered utility rights-of-way and easements;
 - viii. land uses and buildings on adjacent properties;
 - ix. existing and proposed: utilities, site drainage, site grades, the grades of the streets and sewer servicing the property, elevations of top of curb or sidewalk and lot corners (not required for simple applications);
 - x. the height, dimension, and relationship to property lines of all existing and proposed buildings and structures including retaining walls, trees, landscaping, curb, gutter, sidewalk, and other physical features;
 - xi. landscaping plan: existing and proposed vegetation, including number, type, and sizes of trees and shrubbery (includes percentage of landscaping that is proposed as naturescaping);
 - xii. loading and parking provisions (layout, number and dimensions);
 - xiii. access locations to and from the site;
 - xiv. garbage and storage areas and the fencing and screening details of same;
 - xv. fencing and screening of the development site;
 - xvi. location and approximate dimensions of existing and proposed parks, playgrounds, and other amenities;
 - xvii. where applicable, information describing any noxious, toxic radioactive, flammable, or explosive material proposed for use or storage;
 - xviii. a “title block” showing designer’s name, applicant’s name, preparation date, revision dates, and drawing numbers;
 - xix. replica/graphics, dimensions, construction materials, location, and colours or any proposed signage;
3. **Elevations and Floor Plans:**
 - a. Floor plans of all levels of building(s);
 - b. Elevations (all four sides) of the building(s) including exterior building materials, colours, and heights;
4. **Copy of Title:** current copy of a certificate of title, including relevant encumbrances, searched and dated within thirty (30) days of application submission;
5. **Authorization:** signature(s) of all registered owner(s) on the application form or a letter of authorization from the registered owner(s) authorizing the proposed development;
6. **Additional Information:** Depending on the scope of the development proposal, additional information (traffic impact assessment, geotechnical reports, groundwater hydrology study, etc.) may be required. Staff will advise in consultation with you;
7. **Fees:** Fees vary according to the type of development being proposed. Please contact us for the fee that is applicable to your proposal.

IF YOU HAVE ANY QUESTIONS OR REQUIRE CLARIFICATION WHEN YOU ARE COMPLETING THE APPLICATION, PLEASE DO NOT HESITATE TO ASK THE DEVELOPMENT DEPARTMENT (403-638-3551).