

MORE HELP . . .

Further assistance is available from:

Town of Sundre Planning and Development Department

Town of Sundre
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Website: www.sundre.com

This brochure is for information purposes only and is intended to assist applicants. It is neither an authoritative nor complete statement of law and is not legally binding. Further reference to the Intermunicipal Development Plan, Municipal Development Plan, Area Structure Plans and/or Area Redevelopment Plans, Redesignation, Town of Sundre Land Use Bylaw 705, and/or planning documents is necessary to ensure compliance with their provisions.

Note: When you apply, personal information may be collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act, Section 642 of the Municipal Government Act and/or Section 63 of the Safety Codes Act. The information will be used to process your application(s), and your name and address may be included on reports that are available to the public. If you have any questions on the collection and use of this information, please contact our office.

DEVELOPMENT PERMITS



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What is a "development"?

Development means:

- (a) an excavation or stockpile and the creation of either of them; or
- (b) a building or an addition to, or replacement or repair of a building and the construction or placing in, on, over or under land of any of them; or
- (c) change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building; or
- (d) a change in the intensity of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building.

GENERAL INFORMATION:

Every property in the Town of Sundre has a land use designation (or zoning). For each designation/district, (R-1, R-2, R-3, R-4, R-4A, RV-DC, C-1, C-2, C-3, I-1, I-2, PU, UR) the Land Use Bylaw sets out the specifications that must be followed for a proposed development to proceed. Included in each district are lists of permitted and discretionary uses.

EXEMPTION FROM DEVELOPMENT PERMIT APPLICATION:

A Development Permit is required for most new construction or change of use. However, some types of development are exempt from requiring a Development Permit, provided they comply with the rules set out in the Land Use Bylaw 705. A full list is contained in Section 2.2 of the Land Use Bylaw.

APPLICATION:

The application form must be completed in full and submitted along with the supporting information and a processing fee as established by Town of Sundre Council. We may require more detailed information and studies, at your cost, depending upon the size, complexity and potential impacts of your proposed development. For example, a proposed shopping center development may require more detailed information than a proposed deck development.

NEXT STEP:

Once your application is submitted, the Planning and Development Department will review the application and supporting documents and determine if there is sufficient information to make a decision. If the information is insufficient, the Planning & Development Department will request the necessary documents to make the application complete. A list of requirements is available on the back of your application form.

In some cases, the completed application will be circulated to various Town departments and outside agencies for comment. The Development Authority (Development Officer or the Municipal Planning Commission) will render a decision on the application as soon as possible but within 40 days of receipt of the completed application. If a decision is not rendered within 40 days of receipt of a completed application, the applicant may deem that a refusal has been issued, or enter into an agreement with the Development Authority (Development Officer or the Municipal

Planning Commission) to extend the 40-day period within which a decision is to be made on an application.

After reviewing the development proposal, comments and recommendations, the Development Authority may approve the application with or without conditions. The Development Authority may, on the other hand, refuse the application for stated reasons.

APPEALS:

Any decision of the Development Authority or condition of Notice of Decision is subject to appeal to the Subdivision and Development Appeal Board, within 14 days of the notification date. An appeal containing a statement of the grounds of appeal accompanied by the appeal fee of \$200.00 as established by the Town of Sundre Council, may be delivered either personally or by mail so as to reach the Secretary of the Subdivision and Development Appeal Board at the Town Office not later than 4:00 p.m.

ADDITIONAL PERMITS:

In addition to your Development Permit, you may be required to apply for a Building Permit, Electrical Permit, Gas Permit, Plumbing Permit and/or Private Sewage Disposal Permit prior to any work commencing. For further information on these permits, please contact the Planning & Development Department.

APPLICATION FEES:

Fees vary according to the type of development being proposed. Please contact us or check the Town of Sundre website (www.sundre.com) for the fee that is applicable to your proposal.

ADVICE:

We strongly advise you to discuss your proposal with Planning & Development Department as soon as possible. We can provide early guidance, describe the process, and ensure that you are heading in the right direction.