

DEVELOPMENT PERMIT APPLICATION



Please note: If you will be renovating, developing or building, you **must** obtain a Development Permit approval prior to the commencement of any of the actions mentioned below.

I/we hereby make the application for a Development Permit in accordance with the plans and supporting information submitted herewith and which forms part of this Development Permit application.

Date Submitted: _____ Development Permit # _____

LEGAL LAND DESCRIPTION FOR PROPOSED DEVELOPMENT:

Lot: _____ Block: _____ Plan: _____

Civic Address: _____
Unit/ House Number Street Municipality

Applicant Name: _____

Mailing Address: _____
Unit/ PO Box # Street Municipality Postal Code

Email Address: _____ Phone Number: _____
Preferred Contact Number

Registered Property Owner(s) Name: _____

Mailing Address: _____
Unit/ PO Box # Street Municipality Postal Code

Email Address: _____ Phone Number: _____
Preferred Contact Number

Proposed Development Description: _____

Existing Use of Subject Property: _____

Applicant / Owner Responsibilities:

- To comply with all of the conditions of the Development Permit when issued.
- To protect and prevent from damage any public utilities or local improvements such as water shut-off valves, curbs and curb stops, sidewalks, streets, lanes, and to prevent excess soil being spilled on any and all public streets, lanes and sidewalks.
- Before any excavation or construction is started, the following should be checked:
 - Utilities (location, height or depth. Ensure protection from damage of all utilities, (eg. sewer, water, power, telephone, cable, etc.)
 - Levels - Respecting proposed elevations of finished lanes, streets or avenues, and sanitary storm sewer conditions.
- To carry out the approved construction and allow access for required inspections in accordance with the Safety Codes Act and regulations.
- To ensure that the development site and adjacent properties are kept in a neat and tidy manner free from construction waste and debris.

FOIP: The information on this application form is being collected under the authority of the Town of Calmar Land Use Bylaw and will be used to process the application and may be used to provide statistical data. The information is protected by the privacy provisions of the Alberta Freedom of Information and Protection of Privacy Act. If you have any questions on the collection and use of the information provided, contact the Town of Calmar at 780.985.3604

Applicant's Name: _____
Please Print

Date: _____

Signature: _____

Your signature hereby acknowledges that you have reviewed and understood the responsibilities associated with this Development Permit application.



THE FOLLOWING INFORMATION IS REQUIRED.

This information must be submitted to ensure a complete Development Permit application.

Legal Land Description of subject property (provide information on application)

Name and address of Contractors (provide information on application)

Civic/municipal address (provide information on application)

One complete set of blueprints (PDF format is preferred)

Estimated Project Cost: _____

Estimated Commencement Date: _____

Estimated Completion Date: _____

Detailed site plan which must include ALL of the following information:

- Scale of plan
- Lot lines showing the dimensions of the subject parcel
- Direction of lot grading and drainage plan (if applicable)
- North arrow
- Location, identification and dimensions of all existing and proposed building and structures including any outside storage as a part of the proposed development
- Show all existing and proposed setbacks from ALL property boundaries
- Locations of any and all utility easements and rights-of-way
- Location and details of proposed landscaping, fencing and screening
- Location of existing and proposed on-site parking
- Names of adjacent roads
- Existing and proposed approaches / access

If the Development Permit does not have the required information, the Development Officer may refuse to accept the Development Permit application if the quality of the information provided is inadequate to properly evaluate the application.

The Development Permit will be reviewed to determine if the Development Permit is deemed complete. The Development Officer may require you to submit further information to enable the Development Officer to render a decision regarding the proposed development. If the application is deemed complete, you will be provided written acknowledgment that a complete application has been received. An approved or refused Development Permit will be sent to you.

Permit fee received: _____

Damage deposit: _____
(if applicable)

Be advised that if the proposed Development is not started within one (1) year from the date of approval, the damage deposit will be forfeited to the Town of Calmar.

Initials: _____

OFFICE USE ONLY

LAND USE DISTRICT _____

APPROVED SUBJECT TO THE CONDITIONS SHOWN ON DEVELOPMENT PERMIT#: _____

REFUSED FOR THE REASON(S) SHOWN ON REFUSED DEVELOPMENT PERMIT #: _____

DEVELOPMENT OFFICER SIGNATURE: _____ APPROVED STAMP:

AUTHORIZATION FOR ELECTRONIC COMMUNICATION

Owner(s) consent to receive electronic communication by an authorized person of the Town of Calmar for the purpose of conveying information relative to a Development Permit Application.

Section 608 (1) of the Municipal Government Act, R.S.A. 2000, c. M-26, as amended states:

- 608** 1) Where this act or a regulation or bylaw made under this Section requires a document to be sent to a person, the document may be sent by electronic means if;
- a) the recipient has consented to receive documents from the sender by those electronic means and has provided an email address, website or other electronic address to the sender for that purpose.

In accordance with the above Section and municipality's Land Use Bylaw requirements, it is necessary that this form be completed and returned with your application submission in order that an authorized person from the Town of Calmar may be able to communicate information to you electronically regarding your file.

I/We grant consent for an authorized person of the Town of Calmar Yes No
to communicate information electronically regarding my/our file.

Legal land description: _____

Applicant or registered owner's name as per certificate of title: _____

Name of signing authority (if owner is a numbered company): _____

Email address, website or other electronic address: _____

Name: _____
Please Print

Date: _____

Signature: _____

This information collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to administer a subdivision application and decision. The personal information provided will be protected in accordance with Part 2 of the Act.

AGENCY AUTHORIZATION FOR ELECTRONIC COMMUNICATION

Agency/municipality consent to receive electronic communication by an authorized person of the Town of Calmar for the purpose of conveying information relative to a Development Permit Application.

Section **608 (1)** of the Municipal Government Act, R.S.A. 2000, c. M-26, as amended states:

- 608** 1) Where this act or a regulation or bylaw made under this Section requires a document to be sent to a person, the document may be sent by electronic means if;
- a) the recipient has consented to receive documents from the sender by those electronic means and has provided an email address, website or other electronic address to the sender for that purpose.

In accordance with the above Section and municipality's Land Use Bylaw requirements, it is necessary that this form be completed and returned with your application submission in order that an authorized person from the Town of Calmar may be able to communicate information to your electronically regarding your file.

I/We grant consent for an authorized person of the Town of Calmar to communicate information electronically regarding my/our file. Yes No

Legal land description: _____

Name of agency/municipality: _____

Name of signing authority: _____

Email address, website or other electronic address: _____

Name: _____
Please Print

Date: _____

Signature: _____

This information collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to administer a subdivision application and decision. The personal information provided will be protected in accordance with Part 2 of the Act.

