DEVELOPMENT PERMIT APPLICATION

SUPPORT DOCUMENTATION CHECKLIST

Development Services

Box 2945, Stony Plain, Alberta T7Z 1Y4 Phone: 1-780-718-5479 Fax: 1-866-363-3342 Email: pcm1@telusplanet.net

Select the appropriate Development Permit Application type, and submit required documentation listed with a complete application. Upon verification of complete application and calculation of permit cost, payment will be required.

All Development Permit Applications require the following:

- Certificate of Title or Land Title Search of the property obtained no more than 3 weeks prior to the date of application. The Title or Search may be obtained from any Alberta Registries Office.
- Authorization from the Registered Owner. The titled owner may appoint an agent.
- A complete application form.
- A complete Right to Entry form.
- A complete Electronic Communication form.

New Residential Developments require all of the following

- Site Plan outlining the proposed development including front, side and rear setbacks, including eaves, as well as dimensions of the proposed development Please include location of site servicing components; well, cistern, and septic system (pdf preferred);
- Exterior elevation drawings showing height, horizontal dimensions and finishing materials of all buildings, existing and proposed (pdf preferred);
- Interior floor plans, including the basement (pdf preferred);
- Site Servicing and Grading drawings (if applicable).
- Location of all easements and utility rights-of-way; and
- Location of existing or proposed access points to the property.

New Non-Residential Developments require all of the following

- Site Plan outlining the proposed development including front, side and rear setbacks, including eaves, as well as dimensions of the proposed development (pdf preferred);

- Exterior elevation drawings showing height, horizontal dimensions and finishing materials of all buildings, existing and proposed (pdf preferred);
- Interior floor plans, including the basement (pdf preferred);
- Site Servicing and Grading drawings (if applicable).
- Landscaping Drawings;
- Location of all easements and utility rights-of-way;
- A storm drainage plan;
- Location of garbage containment areas, off-street loading and parking areas;
- Vehicular and pedestrian circulation on the site and to adjacent sites or public rights-of-way;
- A lighting plan; and
- Location of existing or proposed access points to the property.

Change of Use on the land or within a building (commercial/industrial/institutional/residential day home) requires the following:

- Site Plan showing –

    - location of the use
    - location of the use within the existing building
    - interior floor plan

Additional information may be required during the processing of the development permit application, including but not limited to the following:

- **Geotechnical reports;**
- **Traffic Impact Analysis**

Development Permit applications may be circulated to other municipal departments or to third parties (i.e. Provincial departments or Utility Providers) for comment or concurrence, at the discretion of the Development Officer.

If you have questions please contact:

Development Officer – Tony Sonnleitner

Ph: 1-780-718-5479
Fax: 1-866-363-3342
Email: pcm1@telusplanet.net

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Summer Village of Kapasiwin

Development Services
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Application Number: _____

Application Received Date: _____

Application Deemed Complete: _____

PROJECT LOCATION – REQUIRED

Suite:	Street Address:	Street Name:

Legal Description: Unit / Lot / Block / Plan or Quarter / Section / Township / Range / Meridian

/ / / /

TYPE OF USE – REQUIRED

- ○ New Construction
- ○ Addition
- ○ Fence
- ○ Other
- ○ Garage
- ○ Well / Cistern / Septic System
- ○ Temporary Business
- ○ Accessory Building / Shed
- ○ Change of Occupancy or Use
- ○ Variance
- ○ Accessory Structure / Deck
- ○ Secondary Suite
- ○ Sign

PROJECT DESCRIPTION - REQUIRED

COST OF PROJECT - REQUIRED $

NEW CONSTRUCTION – REQUIRED

- ○ Residential
  - ☐ Single Detached
  - ☐ Semi Detached
- ○ Multi-family Dwelling
  - Number of units: _____
- ○ Commercial ○ Industrial ○ Institutional
  - Total Area: _____ m^2

GARAGES/ACCESSORY BUILDINGS/ADDITIONS/ STRUCTURES /DECKS / FENCES – REQUIRED

Total Area (m^2):	Height (if applicable):	○ Residential ○ Commercial ○ Industrial ○ Institutional

CHANGE OF OCCUPANCY OR USE – COMPLETE ONLY IF APPLYING FOR CHANGE OF USE OR OCCUPANCY OR FAMILY DAY HOME

Total Area (m^2):

FAMILY DAY HOME – COMPLETE ONLY IF APPLYING FOR A FAMILY DAY HOME

Are room alterations involved: ☐YES ☐NO If yes – Number of Rooms: _____ List Rooms: _____

Describe alterations:

Provide a detailed description of materials, equipment and/or vehicles including utility trailer(s) that will be used and where they will be stored:

Number of resident employees: (employees that reside in the home):	Number of children (including children under the age of 5 who are otherwise permanent residents of the dwelling):
Hours of Operation:	Number of daily business visits to the property:
Number of household vehicles:	Number of onsite parking stalls:

This information is being collected under the authority of section 33(c) the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to administer a development permit. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at (780) 967-0271.

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SIGNS – COMPLETE ONLY IF APPLYING FOR A SIGN PERMIT

Temporary:
- ☐ Balloon
- ☐ Billboard
- ☐ Portable - # of 30 day periods _____
- ☐ Developer Marketing
- ☐ Development Directional
- ☐ Other

Permanent :
- ☐ Freestanding
- ☐ Fascia / Wall / Projecting / Roof / Canopy
- ☐ Changeable Copy
- ☐ Other

SECONDARY SUITE – COMPLETE ONLY IF APPLYING FOR A SECONDARY SUITE

The proposed secondary suite is located within:

- ☐ The principal dwelling unit
- ☐ The second story of a detached garage
- ☐ An accessory building
- ☐ Other (describe):

_____

Floor area of the secondary suite (m^2):

Number of bedrooms in the secondary suite:

Floor area of the principal dwelling unit (m^2):

Number of parking stalls available on site:

OWNER OR REPRESENTATIVE – REQUIRED

◯ I am the registered owner of the land described above

Owner Name:

Signature:

◯ I have been designated as the representative of the owner (written consent attached)

Agent Name:

Signature:

MAILING ADDRESS (OWNER) – REQUIRED

Mailing address:	City:	Province:	Postal Code:

Phone no.:

Builders License #

Email Address:

APPLICANT ☐ SAME AS OWNER/REPRESENTATIVE – REQUIRED

Applicant Name:	Phone no.:	Builders License no.:

Company Name:	Email Address:

Mailing address:	City:	Province:	Postal Code:

I acknowledge that if the development permit application is approved it is subject to an appeal period pursuant to Section 678 of the Municipal Government Act, RSA 2000, Chapter M-26 and that the decision may be ultimately overturned or amended. I accept that if I commence development prior to the appeal expiry date, I am doing so with the appropriate development and building permits issued and at my own risk accepting all legal responsibilities.

_____ _____

Applicant's signature *Date*

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RIGHT OF ENTRY AUTHORIZATION

MUNICIPAL GOVERNMENT ACT, R.S.A. 2000, Chapter M-26

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Owner(s) consent to the Right of Entry by an authorized person of the Summer Village of Kapasiwin for the purpose of a land site inspection relative to a proposed development permit application or Land Use Bylaw amendment.

Section 542 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 stipulates that:

542(1) If this or any other enactment or a bylaw authorizes or requires anything to be inspected, remedied, enforced or done by a municipality, a designated officer of the municipality may, after giving reasonable notice to the owner or occupier of land or the structure to be entered to carry out the inspection, remedy, enforcement or action,

(a) enter on that land or structure at any reasonable time, and carry out the inspection, enforcement or action authorized or required by the enactment or bylaw,

(b) request anything to be produced to assist in the inspection, remedy, enforcement or action, and

(c) make copies of anything related to the inspection, remedy, enforcement or action.

(1.1) A consent signed under section 653 is deemed to be a reasonable notice for the purposes of subsection (1).

(2) The designated officer must display or produce on request identification showing that the person is authorized to make the entry. (3) In an emergency or in extraordinary circumstances, the designated officer need not give reasonable notice or enter at a reasonable hour and may do the things in subsection (1)(a) and (c) without the consent of the owner or occupant.

In accordance with the above Section and the Summer Village of Kapasiwin 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 Summer Village may be able to do a site inspection if required on the property.

I/We grant consent for an authorized person of the Summer Village of Kapasiwin to enter upon the subject land for a site inspection.

Legal Land Description _____

Registered Owners Name as Per Certificate of Title _____

Name of Signing Authority (If owner is a numbered company) _____

Property Address _____

_____

_____

Signature Print Date

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ELECTRONIC COMMUNICATION

MUNICIPAL GOVERNMENT ACT, R.S.A. 2000, Chapter M-26

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Owner(s) consent to communicate with the Summer Village of Kapasiwin and its applicable contractors through electronic means.

Section 608(1) of the Municipal Government Act, R.S.A. 2000, Chapter M-26 provides that:

608(1) Where this Act or a regulation or bylaw made under this Act 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 e-mail address, website or other electronic address to the sender for that purpose, and

(b) it is possible to make a copy of the document from the electronic transmission.

I/We being the registered owner(s) or Agents for the lands described below, for the purpose of Development Permit Approval, desire to enter into an agreement with the Summer Village of Kapasiwin and its applicable contractors to communicate through electronic means: Email Address:

Legal Land Description _____

Registered Owners Name as Per Certificate of Title _____

Name of Signing Authority (If owner is a numbered company) _____

Property Address _____

_____

_____ _____ _____

Signature Print Date

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