



Building a House? Development Permit Process

What Permit do I need to build a house in Crowsnest Pass?

Before you build a house, you will first need to obtain a Development Permit. This will determine whether your proposed development meets the requirements of the Municipality of Crowsnest Pass Land Use Bylaw in terms of use, setbacks, height, parking etc. Following this a Building Permit must also be obtained to regulate compliance with Alberta Building Code. Other permits for electric, plumbing and gas will also be required.

Pre-Application

Applicants are advised to schedule an appointment with the Development Officer to review their proposal prior to submitting their application.

Development Permit Application

All Development Permit applications for dwellings must be submitted with the following documents:

- Completed application form
An application form for a Development Permit may be picked up at the Municipal Office, or online at www.crowsnestpass.com.
- Certificate of Title and relevant encumbrances
All Development Permits must be accompanied by a Certificate of Title no older than 3 Months, if deemed necessary. These may be obtained at Alberta Land Titles online at www.spin.gov.ab.ca or by visiting your local Registry agents. Any easements, restrictive covenants or caveats on title may also be required.
- Site Plan
Site plans should be to scale with a north arrow. They will show lot dimensions including area and percentage of site coverage, distances from buildings to property lines, distances between buildings, access or laneways, easements, parking, grading etc.
- Floor Plans
These must be drawn to scale no less than 1:100. Floor plans for all levels must display the dimensions and purpose of rooms; the location of walls, partitions, doorways, windows and other openings; the finish of floors, walls and ceilings; the location and description of fixed mechanical and electrical equipment.

- Elevations and Sections
These will indicate materials and finish; building height and roof slope; window and door locations; structural systems of walls, floors and roof; foundation and floor slab; stairs location and dimensions; existing and proposed grading of site. Each Elevation must be named North, South, East or West.
- Foundation Plan
Foundation plans will show details such as frost wall/ footing, piling, slab dimensions and depth, skirting type etc. Professional involvement and engineered drawings may be required as determined by Alberta Building Code 2014.
- Abandoned Well Submission
All applications for buildings over 500 ft² must be accompanied by an Abandoned Well Map of the property from Alberta Energy Regulator. The Abandoned Well Map Viewer may be found at www.aer.ca.

Ensuring your submission is fully complete will assist us in processing your application without delay. If incomplete or illegible documents are provided, you will be asked to provide revised or additional information.

Development Standards for Residential R-1 District

Most residential properties within the Municipality of Crowsnest Pass are zoned R-1 (Residential) or GCR-1 (Grouped Country Residential). For example, below are the basic standards for properties in the R-1* district:

- Setbacks
Dwellings must be set back at least 20 ft. (6.1m) from the Front property line, 5 ft. (1.5m) from the Side property lines, and 25 ft. (7.6m) from the Rear property line.
- Lot Coverage
Dwellings must not cover more than 35% of lot area.
- Height
The maximum building height for a dwelling on an R-1 district is 32.8 ft. (10m).
*For other districts, please refer to the Municipality of Crowsnest Pass Land Use Bylaw.

Application Review and Decision

- Authority
Permitted uses not requiring a variance are processed by the Development Officer. Discretionary uses and uses requesting waivers must be forwarded to the Municipal Planning Commission (MPC).
- Historic Overlay
If your property falls within a Historic Commercial Overlay Area, the application will first be circulated to the Municipal Historic Resource Board for comment and then forwarded to MPC for decision.
- FireSmart
Properties located in or adjacent to the Wildland Urban Interface will be subject to additional FireSmart conditions as per the Land Use Bylaw.
- Time Frame
Please ensure that you allow sufficient time for the processing of your application. Applications which must be reviewed by MPC may take longer to process than those processed by the Development Officer. A decision will be made within 40 days of receiving a complete application, unless an extension has been agreed upon.
- Appeal Period
If you are successful in obtaining a Development Permit, affected landowners are notified and a 2 week appeal period follows. If no appeals are received within the 2 week period, a Building Permit may then be processed.
- Survey Stake-out Requirements
A condition may be added to the permit that the stake-out of the property and/or building footprint by an Alberta Land Surveyor, professional engineer or certified agent must be completed prior to the commencement of a development.

Development Permit Fee for a Single Family Dwelling

Permitted Use - \$250

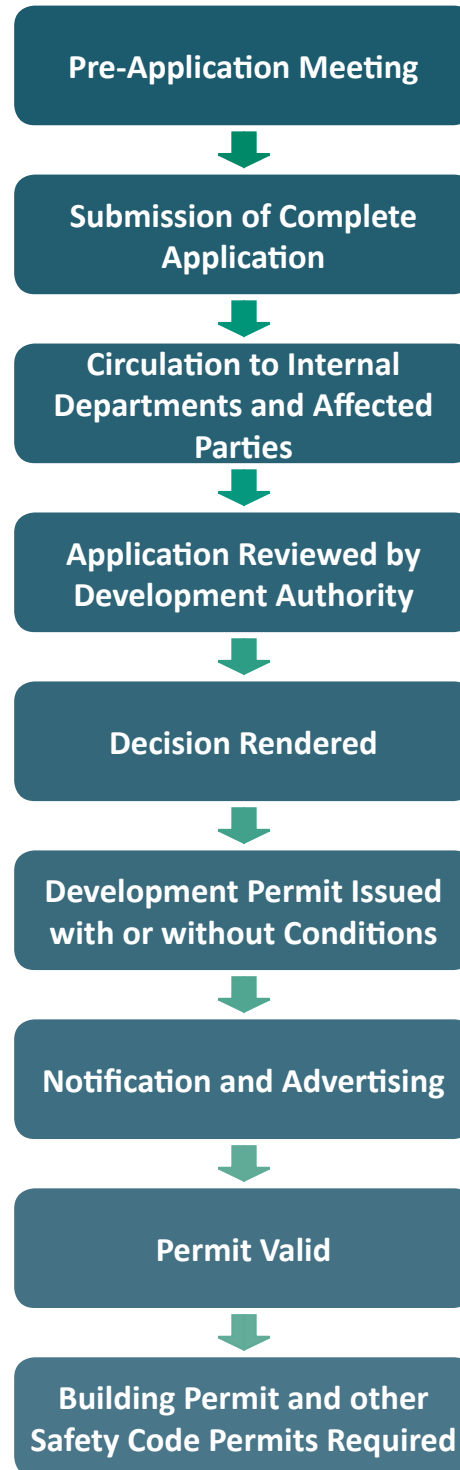
Discretionary Use - \$400

Major Waiver - Additional \$150

All fees must be paid when submitting application.

Fees are subject to change. For all fees, please refer to the Fees, Rates and Charges Bylaw 951, 2016.

Development Permit Process



For more information, please visit our website at www.crowsnestpass.com

or contact

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