



Building a Garage?

Development Permit Process

What Permit do I need to build a Garage or Accessory Building in Crowsnest Pass?

Before you build a Garage or Accessory Building, 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 may be required.

When a Garage or Accessory Building is attached to a Principle Building by a roof or any other open or enclosed structure, it shall be considered a part of the dwelling.

Sheds under 150 ft² (13.93m²) do not require a Development Permit provided there is not more than one on the property and all standards of the Land Use Bylaw are complied with.

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 Garages or Accessory Buildings 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
Floor Plans may be required for larger or more complex proposals, however are not usually necessary for typical Garage developments.
- Elevations
These will indicate materials and finish; building height and roof slope; window and door locations; foundation and floor slab; existing and proposed grading of site. Each Elevation must be labeled 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. Slab on grade for garages over 592 ft², or pile and grade beam foundations may require engineered drawings.
- 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
Accessory Buildings may not be constructed in a Front Yard. They must be set back at least 4 ft. (1.2m) from the Side property lines, 4 ft. (1.2m) from the Rear property line, and 4 ft. (1.2m) from the Principle Building.
- Lot Coverage
Accessory Buildings must not cover more than 15% of lot area.

- Height
The maximum height for an Accessory Building on an R-1 district is 14.8 ft. (4.5m).

*For other districts, please refer to the Municipality of Crowsnest Pass Land Use Bylaw.

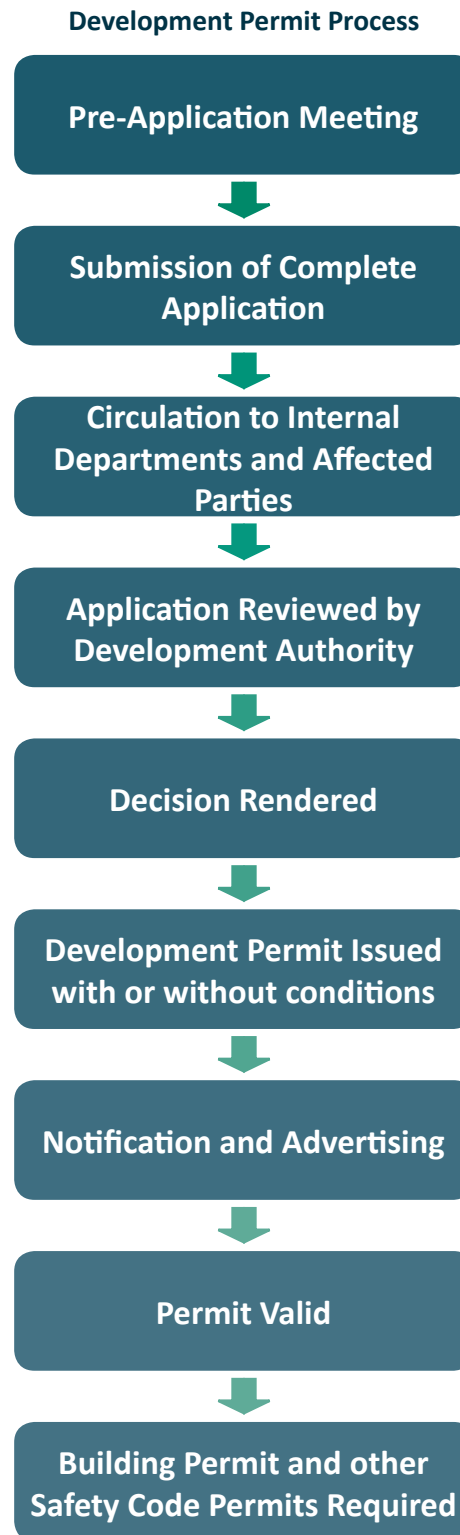
Application Review and Decision

- 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.

Development Permit Fee for a Garage

Permitted Use - \$75; Discretionary Use - \$150
Major Waiver – Additional \$100

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.



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

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