



## Residential Additions and Renovations Development Permit Process

### What Permit do I need to renovate in Crowsnest Pass?

No development permit is required for the maintenance, improvement or renovation of a home where the work does not include structural alterations or additions which would change the buildings external appearance or create an additional dwelling. A Building Permit may be required. For renovations that do not meet the requirements of the Land Use Bylaw, or buildings that are located within or adjacent to the Wildland Urban Interface, a Development Permit will be required.

### Residential Additions

If you plan to build an addition on to your home, or make any renovations which will change the external appearance of the home, 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 setbacks, height, site coverage 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.

### 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 Residential Additions or Renovations 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](http://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](http://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 for all levels must display the dimensions and purpose of rooms; the location of walls, partitions, doorways, windows and other openings; the structure of floors, walls and ceilings; the location and description of fixed mechanical and electrical equipment.
- Elevations  
These will indicate materials and finish; building height and roof slope; window and door locations and dimensions; foundation cross section. 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.
- Abandoned Well Submission  
All applications for buildings over 500 ft<sup>2</sup> must be accompanied by an Abandoned Well Map from Alberta Energy Regulator. The Abandoned Well Map Viewer may be found at [www.aer.ca](http://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

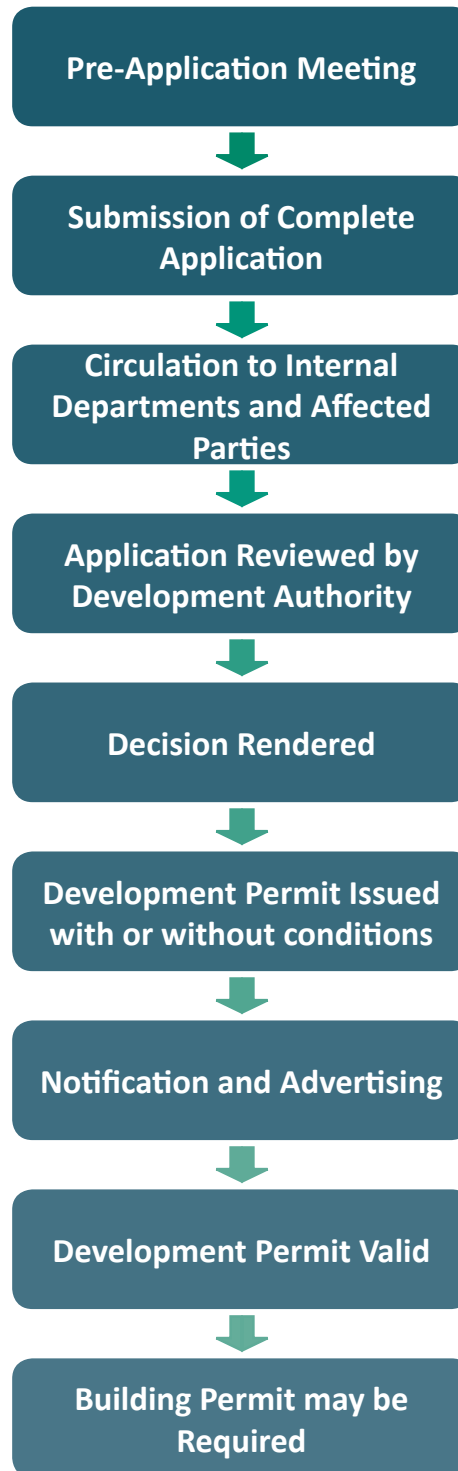
- Authority  
Permitted uses not requiring a variance are processed by the Development Officer. Discretionary uses and uses requesting waivers must be forwarded to the Municipal Planning Commission (MPC).
- Historic Overlay  
If your property falls within a Historic Commercial Overlay Area, the application 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  
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 Residential Addition

Permitted Use - \$150; Discretionary Use - \$200  
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](http://www.crowsnestpass.com)

or contact

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