

## Major Development, Industrial or Multi-Unit Residential Development Permit Process

### What Permit do I need to build a Major Commercial, Industrial or Multi-Unit Residential Development in Crowsnest Pass?

Before you build any major Development, 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, access, utilities, landscaping 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 Major Developments 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.
- Detailed Site Design  
Site plans should be to scale with a north arrow. They will show lot dimensions including area and percentage of site coverage, location of proposed and existing buildings, distances from buildings to property lines, distances between buildings, access or laneways, easements and utility rights-of-way, parking, access, driveways, grading, landscaping

etc. The site plan should also identify phasing of development.

- Comprehensive Development Plan  
Due to the complexity and scale of these developments a Comprehensive Development Plan is necessary to address requirements and concerns. The Comprehensive Development Plan (or Conceptual Scheme) should identify the following:
  - Phasing
  - Access
  - Road Specifications
  - Water & Sewage Servicing
  - Power (Lighting etc.)
  - FireSmart
  - Garbage (BearSmart)
  - Signage (Full Designs)
  - Historic Resource Impact Assessment
  - Environmental Remediation
  - Riparian Disturbance
  - Landscaping

#### Other Working Drawings:

- 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 structure 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.
- Abandoned Well Submission  
All applications for buildings over 500 ft<sup>2</sup> 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](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 which proposes the creation of 6 or more lots will require the approval of an Area Structure Plan. Please refer to Area Structure Plan Policy No. 2003-01.

#### Change in Land Use

If you are proposing the development of a use which is not currently listed as permitted or discretionary under your specific Land Use District, you will first need to apply for a Land Use Bylaw amendment to either change the districting or add the use to the district. It is recommended that you first check with the Development Officer to determine if your proposed use is compatible with the requirements of the Crowsnest Pass Municipal Development Plan.

#### Development Permit Fees for Major Developments

Multi-Unit Residential (per Unit):

- Permitted Use: \$250
- Discretionary Use: \$400
- Major Waiver: Additional \$150

Commercial/Industrial (> 35,000 ft<sup>2</sup>):

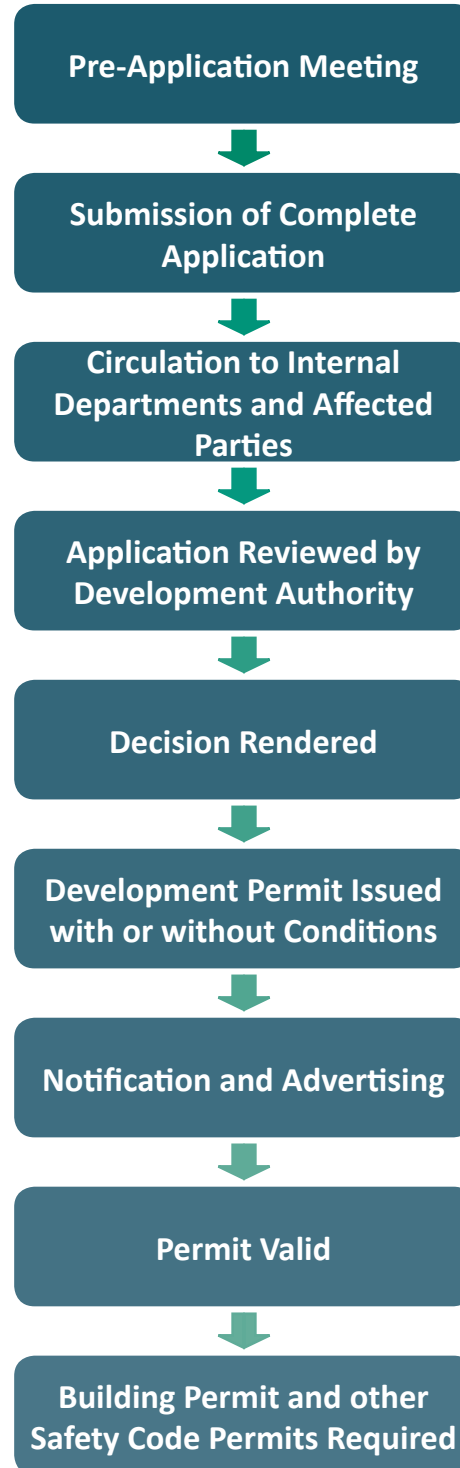
- Permitted Use: \$1500
- Discretionary Use: \$1750
- Major Waiver: Additional \$250

Other Fees:

- Land Use Bylaw Amendment: \$750 (per parcel)
- Area Structure Plan: \$1500 (not including 3rd party review)

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

**Lisa Kinnear, Development Officer**

**8502 19 Avenue, Coleman**

**403-562-8833**

**[development@crowsnestpass.com](mailto:development@crowsnestpass.com)**



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