



Box 600
 Crowsnest Pass, AB T0K 0E0
 Phone: 403-562-8833
 Fax: 403-563-5474

Office Use Only

Application No.

Land Use District

Roll No.

Fee

Date Received

Date Deemed Complete

Development Permit Application Form

I/We hereby make application for a development permit under the provisions of the Land Use By-Law #868, 2013 in accordance with the plans and supporting information submitted herewith which form part of this application.

This does not constitute a building permit. A separate building permit must be obtained prior to construction

Applicant

Owner of Land

Interest of applicant if not owner:

Same as applicant

Name:

Name:

Civic Address:

Civic Address:

Community:

Community:

Postal Box & Code:

Postal Box & Code:

Phone:

Phone:

Alt. Phone:

Alt. Phone:

Property Description

Lot(s):

Block:

Plan:

Civic Address:

Existing Use of Land:

Details of Proposed Development:

(attach separate page if necessary)

Any known environmental issues or studies effecting this property: no yes (attach separate page if necessary)

Any abandoned wells on property: no yes (submission required for buildings greater than 500ft² or additions that will result in a building greater than 500ft² pursuant to *ERCB Directive 079: Surface Development in Proximity to Abandoned Wells*)

See reverse.

OWNER SIGNATURE/PERMISSION LETTER

Must provide either Owner’s signature below OR permission letter authorizing an Agent.

The information I have provided herein and herewith is true, and to the best of my knowledge and abilities, accurate and complete.

Owner/Agent Signature

Print name

Permission Letter Attached

GENERAL SUBMISSION REQUIREMENTS

This list is not exhaustive, is for general guidance only and is not necessarily applicable to every application. All drawings must be submitted on sufficient paper to a scale and standard satisfactory to the Municipality. Note that additional details may be required for as part of a building permit submission

- Completed Application Form Received
- Application Fee Received
- Certificate of Title (within 3 months) Received
- Site Plan (showing landscaping, parking, existing and proposed setbacks to all improvements, property lines, easements, grading, etc.) Received
- Floor Plan (showing room sizes, uses, windows and doors location, appliances etc) Received
- Elevation Plan (showing dimensions, height, material types, roof pitch, window and door locations, footing/main floor/peak of roof geodetic elevations etc.) Received
- Foundation Plan (showing frost wall/footing, piling, slab dimensions and depth, skirting type etc.) Received
- Landscaping Plan (required for multi-residential, commercial and industrial) Received
- Abandoned Well Submission (required for buildings over 500ft² or additions that will result in a building greater than 500ft²) Received
- Commercial Applications including home occupations and changes of use (include hours of operation, # of employees, signage, anticipated number customer visits and deliveries etc.) Received
- Letters of Support (optional) Received

The personal information provided as part of this application is collected under Sections 303 and 295 of the Municipal Government Act and in accordance with Section 32(c) of the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing development permits, Land Use Bylaw enforcement and property assessment purposes. The name of the permit holder and the nature of the permit are available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the Municipality.