	Box 600 Crowsnest Pass, Alberta TOK OEO Phone: 403-562-8833 Fax: 403-563-5474 Email: development@crowsnestpass.com (Applications submitted by PDF only)	*Office Use Only*	
		Application No.	
		Land Use District	
		Roll No.	
		Date Received	

Development Permit Application Form

***This does not constitute a building permit. Please review building codes prior to Development Permit Application. A separate building permit must be obtained prior to construction* Please be sure to complete the entire application. Failure to send in a complete application can result in a delay of your permit.**

Applicant Information:

If the applicant is not the registered landowner, the owner must fill out the Authorization portion (Section M) or a signed authorization must be included with the application

Name		Mailing Address	
Phone		City	
Email		Postal Code	

I am acting as an agent for the landowner

Property Information:

Lot(s)		Block		Plan	
Municipal Address					

Land Title Certificate and Registrations (Choose One)

- Certificate of Title and Registrations on Title** (current to within 3 months). Obtain online from Land Titles (Spin2 website), Registries Office
OR
 I am requesting the Municipality to obtain the required certificate of title and registered documents and apply all costs to the application fee (\$25.00)

Type of Development (Check all that apply and complete required lettered "SECTION(S)" as indicated):

<input type="checkbox"/> New Dwelling (A,B,N) <input type="checkbox"/> Addition to Dwelling (A,B,N) <input type="checkbox"/> Accessory Building (A,B,N) <input type="checkbox"/> Deck / Fence (A,N) <input type="checkbox"/> Moved-In Building (A,B,N,J) <input type="checkbox"/> Home Occupation Class 2 (C,D,L)	<input type="checkbox"/> Tourist Home (C,E,L) <input type="checkbox"/> Short-Term Rental / Bed & Breakfast (C,E,L) <input type="checkbox"/> Secondary Suite (B,C,F) <input type="checkbox"/> Commercial / Industrial Use (C,D,L)	<input type="checkbox"/> Demolition (I) <input type="checkbox"/> Excavation/ Stripping / Grading (K) <input type="checkbox"/> Private Utility (Solar or Wind) (A, G) <input type="checkbox"/> Sign (L) <input type="checkbox"/> Other (specify) _____
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Proposed Use / Development Description:

SECTION A: DEVELOPMENT SPECIFICATIONS
REQUIRED: Provide measurements in metres below & show on site plan (see sample for requirements in Section N)
REQUIRED: Attached Elevation drawing with height in metres (see below)

Existing Buildings and Present Use			
Lot Area (m ²)		Building Footprint Area (m ²)	Existing:
			Proposed:
Front Yard Setback		Secondary Front Yard Setback (for corner and irregular lots)	
Rear Yard Setback		Side Yard Setbacks	Side 1:
			Side 2:
Building Height (Finished Grade to top of tallest wall)		Gross Floor Area (m ²)	
		Habitable Floor Area (Single-Detached Dwelling)	

Variance Request Reason (If Applicable - Refer to the Land Use Bylaw for more information)

SECTION B: SERVICES

Is your property connected to Municipal Services?
 Water Sanitary **OR** Requires Connection from Street
 If none, please describe and show the location of private services on site plan. (water well & private septic system, including disposal)

Private (well) water and Private septic system capacity (If applicable):
 Capacity: _____ Number of Bedrooms: _____

SECTION C: PARKING AND ACCESS
REQUIRED: Identify Parking and driveway on a separate attached site plan

# of parking stalls <u>on</u> property		# of driveway accesses / approaches	
Parking Stall Length (per stall – m ²)		Parking Stall Width (per stall – m ²)	

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SECTION D: NEW COMMERCIAL OR INDUSTRIAL USE / HOME OCCUPATION 2			
Name of Business		# Parking stalls on property	
Number of Employees		Daily # of Customers	
<input type="checkbox"/> Do you have a current business license with the Municipality of Crowsnest Pass?			

SECTION E: SHORT-TERM RENTAL / BED & BREAKFAST AND TOURIST HOME			
# Bedrooms Available		Maximum Occupancy	
# of Bonus Rooms Available		Local Contact Name	
		Local Contact Phone #	
<input type="checkbox"/> Do you have a current business license with the Municipality of Crowsnest Pass?			

SECTION F: SECONDARY SUITE			
<input type="checkbox"/> Basement <input type="checkbox"/> Attached to Principal Building <input type="checkbox"/> Separate Building <input type="checkbox"/> Within Detached Garage			
Gross Floor Area of Principal Building (m ²)		Net Floor Area of Proposed Suite within Principal Building (m ²)	
Gross Floor Area of Detached Garage (m ²)		Gross Floor Area of Secondary Suite within Detached Garage (m ²)	

SECTION G: PRIVATE UTILITIES – FREESTANDING SOLAR & WIND			
In addition to a site plan, review schedule 4 of the Land Use Bylaw for any additional information that may be required.			
Type		Dimensions	

SECTION H: TEMPORARY SHIPPING CONTAINER ON AN ACTIVE CONSTRUCTION SITE			
Start Date		Date of Completion	

SECTION I: DEMOLITION			
(If demolition includes burning of structures, a Fire Permit is required)			
Start Date		Date of Completion	

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SECTION J: MOVED-IN BUILDING			
<i>REQUIRED: Attached colour photos of all sides of building</i>			
<i>NOTE: The landowner is responsible for any additional permits required for Asbestos removal and/or other permits as required under the Safety Codes Act</i>			
Year of Building		Date of Expected Move In	

SECTION K: EXCAVATION / GRADING			
Start Date		Date of Completion	
Reason/Purpose			

SECTION L: SIGN (See standards in Schedule 11 of Land Use Bylaw)			
<i>REQUIRED: Attached image of proposed sign</i>			
Type of Sign		Dimensions (width and height in m)	
Sign Details Must include the following details on a separate attachment: <ul style="list-style-type: none"> <input type="checkbox"/> Location of Placement on Property <input type="checkbox"/> Dimensions Shown on Image (in centimetres) <input type="checkbox"/> Image (include a photo rendering) 			

SECTION M: AUTHORIZATION	
<ul style="list-style-type: none"> • I am aware that this application will be reviewed by the Development Authority, and may be delayed or refused if the application and/or information provided is incomplete. I will be notified within 20 days if it is incomplete. • I understand that additional information may be required after the application has been deemed complete. • I understand if the subject property is located within an area where development constraints exist, (e.g., non-operating landfill, grade issues etc.) additional information and/or reports may be required. 	
Signature / Permission: Must provide either Owner's signature of ALL titled owners below OR permission letter authorizing an Agent/Applicant to sign. The information I have provided herein and herewith is true, and to the best of my knowledge, accurate and complete.	
_____	_____
Name of Applicant (please print)	Signature of Applicant
_____	_____
Name of Owner (if different than applicant)	Signature of Owner
OR <input type="checkbox"/> Permission Letter Attached (Use if there is more than one owner, include authorization, signature, and contact information for each owner registered on the land title)	
Designated Owner(s) Mailing Address: _____	
Designated Owner Email(s) and Phone Number(s): _____	

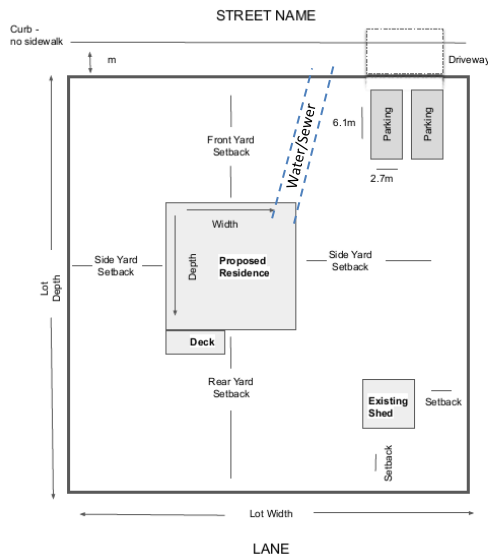
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Development Permit General Submission Requirements

*This list is for general guidance only and is not necessarily complete or applicable to every application. All drawings must be submitted on paper or digitally to a scale and standard satisfactory to the Development Officer.

SECTION N REQUIRED DOCUMENTATION	
Application Form	<input type="checkbox"/>
Certificate of Title and Registrations on Title (current to within 3 months) Obtain online from Land Titles (Spin2 website), Registries Office or Request from Municipal Office (\$25)	<input type="checkbox"/>
Application Fee See Fees, Rates and Charges Bylaw (You will be contacted with the amount owing once your application has been received)	
Site Plan (shall provide the following information on a separate attachment in metres) <ul style="list-style-type: none"> • Property Civic Address • North Arrow • Adjacent roadway and lanes • Lot dimensions and lot area • Existing and Proposed structures identifying dimensions, including height, floor area, building footprint, habitable floor area (as applicable), percentage of lot coverage • Distances from foundations to front, side and rear property lines (measured perpendicular to the lot line) • Location of access, driveway, sidewalks and curbs • Location of any registered utility right of ways or easements • Location and number of off-street parking spaces • Location of existing water and wastewater service connections, and alignment from property boundary to building (if known) 	<input type="checkbox"/>

SAMPLE PLAN (Sample Only – Do not use as a Site Plan)



HELPFUL TIP:

When submitting your site plan, please include only what is existing on the property as well as the proposed structures. If using an existing RPR as the site plan basis, cross out or remove any structures that are no longer on the

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Any abandoned wells on property: <input type="checkbox"/> no <input type="checkbox"/> yes If yes, submission required pursuant to ERCB Directive 079: Surface Development in Proximity to Abandoned Wells.	<input type="checkbox"/>
Any known environmental issues or studies effecting this property: <input type="checkbox"/> no <input type="checkbox"/> yes If yes, attached description or reports.	<input type="checkbox"/>
Any known historic buildings on the property or adjacent property: <input type="checkbox"/> no <input type="checkbox"/> yes	<input type="checkbox"/>
Is the entire parcel of land (not just the development site): <input type="checkbox"/> The subject of a license, permit, approval or other authorization granted by any of the following? <input type="checkbox"/> Natural Resources Conservation Board, <input type="checkbox"/> Energy Resources Conservation Board, <input type="checkbox"/> Alberta Energy Regulator, <input type="checkbox"/> Alberta Energy and Utilities Board or Alberta Utilities Commission, <p style="text-align: center;">AND/OR</p> <input type="checkbox"/> The subject of a license, permit, approval or other authorization granted by the Minister of Environment and Protected Areas? If you answered “Yes” to any of these, please provide the approval, authorization number and/or license number. _____	

SECTION O: SUPPORTING DOCUMENTATION: (May be required depending on the scope of the project)	
Elevation Plans (required for new structures; showing dimensions, height, material types, window and door locations, footing/main floor/peak of roof geodetic elevations etc.)	<input type="checkbox"/>
Floor Plans of All Floors Including Basement (required for dwellings, secondary suites, commercial and industrial; showing room sizes, uses, windows and doors location, etc)	<input type="checkbox"/>
Colour Photographs (Showing all 4 sides for moved on structures)	<input type="checkbox"/>
Landscaping Plan (required for multi-residential, commercial and industrial)	<input type="checkbox"/>

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