



# COUNTY OF STETTLER NO. 6

## DEVELOPMENT PERMIT APPLICATION

Agricultural, Residential, Commercial, Industrial, Institutional; Home Occupation, Signage, Demolition

### *Important Notes*

1. Signatures of **all registered landowners** are required prior to processing any application.
2. If the registered landowner is a company, verification of signing authority must accompany the application.
3. The application is not complete until the development officer has deemed it so.
4. To maintain the validity of the development permit, construction must commence within one year and be completed within two years of the date of development permit issuance. An application for an extension must be submitted to the County of Stettler if the construction period exceeds the allotted time.
5. Please note that a site inspection must be completed prior to the issuance of all development permits. Site inspections are performed the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month. Please submit your application no later than the Friday prior to the scheduled site inspection date in order to be included for the next site visit.
6. Applications for discretionary use development permits and for variances are submitted for review and consideration at the regular Municipal Planning Commission meetings which are scheduled the fourth Wednesday of each month. A staff report will be brought before the Municipal Planning Commission at the earliest opportunity following the submission of a complete application by the applicant.
7. The Applicant shall indemnify and hold harmless the County of Stettler No. 6, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly from anything done or omitted to be done in the processing of this application.

### *Public Notice*

The following will be the manner in which notice will be given for the issuance of Development Permits:

- **PERMITTED USES:** Issued Development Permits will be advertised in the *Stettler Independent*.
- **DISCRETIONARY USES:** Upon the issuance by the Municipal Planning Commission of a notice of decision to approve an application the details of the application will be advertised in the *Stettler Independent*. The development permit will however not be issued until a two week appeal period has expired, in order to allow adjacent landowners an opportunity to review the details of the application.

### *Appeals*

Municipal Planning Commission decisions are subject to an appeal period of 14 days. The applicant or any affected party may appeal a decision of the Development Authority within 14 days of the issuance of a notice of decision by the Municipal Planning Commission.

#### **Appeals must be submitted to:**

Secretary, Subdivision and Development Appeal Board  
County of Stettler No. 6  
Box 1270  
Stettler, AB T0C 2L0

#### **For further information, please contact the Planning & Development Department at:**

6602 – 44 Avenue  
Stettler, AB T0C 2L0  
Phone: (403) 742 – 4441  
Fax: (403) 742-1277

Website: [www.stettlercounty.ca](http://www.stettlercounty.ca)

## Additional Approval Requirements

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Please be advised a development project may require approvals and permits other than those issued by the County of Stettler No.6. Approval may be required from the following agencies, but not limited to:

- Alberta Environment and Sustainable Resource Development
- Department of Fisheries and Oceans
- Alberta Transportation
- Natural Resource Conservation Board (NRCB)
- Alberta Agriculture
- Alberta Energy Regulator
- Alberta Health Services
- Alberta Safety Codes Act
  - Building Permits
  - Plumbing Permits
  - Gas Permits
  - Electrical Permits
  - Private Sewage Disposal Systems Permits
  - Fire Code
- Petroleum Tank Management Association of Alberta
- Emergency Services e.g. RCMP, Fire
- Other Agencies as Required

It is the responsibility of the applicant to obtain any necessary approvals. This application to the County of Stettler No. 6 for a development permit may be deemed incomplete until the County receives a copy of any other required approval. Even if the County issued a development permit without a copy of such other approval, it would not absolve the applicant of the responsibility to obtain any other approvals required by other agencies.

All projects should consider the Home Owners Fire Smart Guidelines and the Provincial Fire Code.

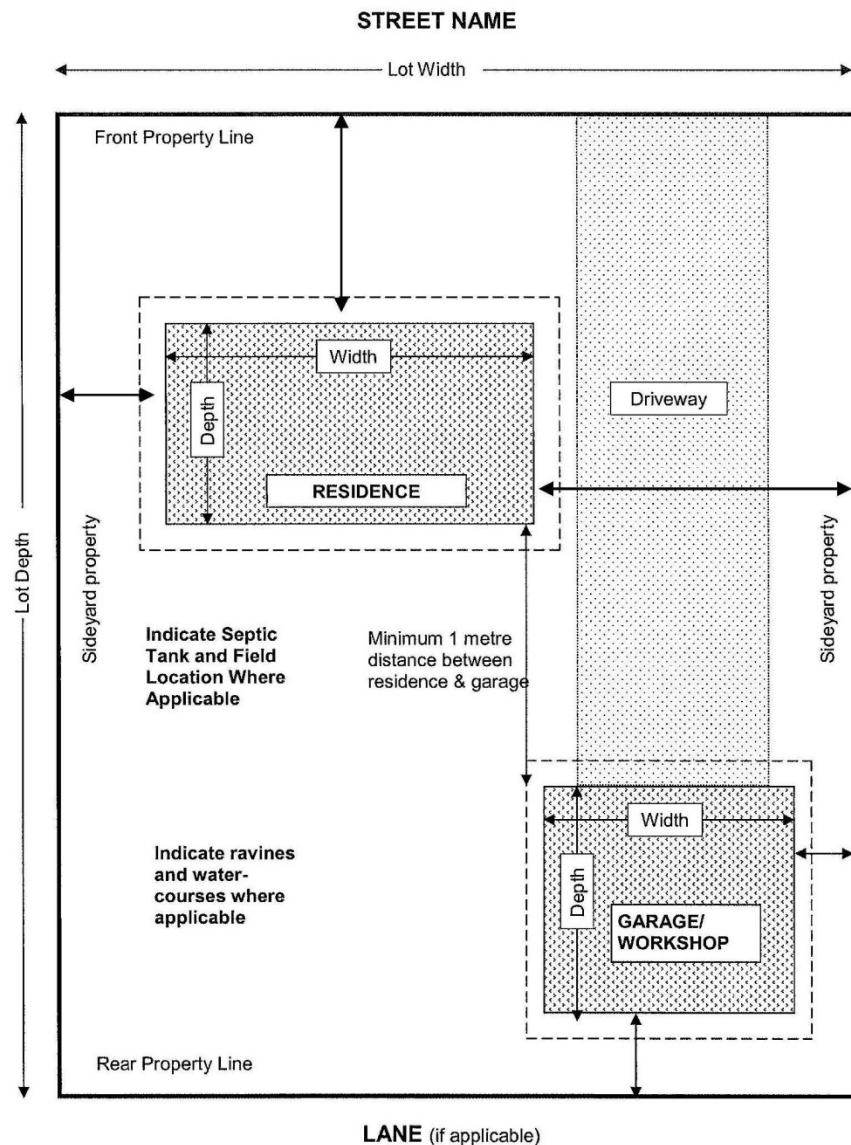
The personal information requested in these forms is protected under the Freedom of Information and Protection of Privacy Act (FOIP). Collection of the personal information on this form is authorized under the Municipal Government Act and is required for the purpose of the County's planning and development processes. The information will be used by the County staff and representatives for contact information. If you have questions regarding FOIP, please phone 403-742-4441 and ask for the FOIP Coordinator.

# Example Site Plan

Indicate:

1. Property dimensions.
2. Dimensions of all existing buildings and proposed buildings or additions to the foundation wall.
3. Setbacks of all buildings to all property lines.
4. Driveway.
5. Location of significant natural physical features (slopes, water courses, etc.).
6. Private sewage disposal system location (e.g. septic tank and field).
7. Known easements and rights-of-way.

**IF DIMENSIONS ARE SHOWN THE PLAN DOES NOT HAVE TO BE DRAWN TO SCALE**



**This page is a place holder – do not delete**

**CONTACT INFORMATION**

Name of Applicant:		Tel.
Address:		Mobile:
City:	Prov.	Fax:
Postal Code:		Email:

**OFFICE USE ONLY**

Application Fee:	Receipt No.:
Received By:	Date Deemed Complete:
Land Use District:	
Proposed Development:	
Permitted/Discretionary Use:	
Development Permit No.:	

# Consent Form

## Landowner Consent and Right of Entry

(If the applicant is not the registered owner, then the LANDOWNER must sign the following consent.)

I/We, \_\_\_\_\_, being the registered owner(s) of the property legally described as  
Name of Registered Owner(s)

\_\_\_\_\_ do hereby authorize \_\_\_\_\_ to make  
Legal Land Description Name of Applicant(s)

application for a development permit on the above noted property.

I further authorize the staff of the County of Stettler No. 6 and referral agencies to enter my land for the purpose of conducting a site inspection with respect to this application.

The landowner(s) hereby agree(s) that the County of Stettler No. 6 may release the information contained within this application for the purposes of properly processing this application. This release may include, but is not limited to, publication in local newspapers, inclusion in referral letters to agencies and adjacent landowners and inclusion in the Municipal Planning Commission and/or County of Stettler No. 6 Council Packages. Personal contact information will not be published.

\_\_\_\_\_  
Signature of Land Owner

\_\_\_\_\_  
Date

## Applicant Consent

I, \_\_\_\_\_ hereby certify that I am the applicant and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for a development permit. I have read and understand all of the stipulations outlined in this application, including pages 1 and 2.

I hereby agree to indemnify and hold harmless the County of Stettler No.6, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly from anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized by any approval that may be granted in response to this application. The County of Stettler is not responsible for the information provided.

The County of Stettler No. 6 will endeavor to process this application within the 40-day time period provided for by Section 684 of the Municipal Government Act. The applicant hereby agrees, pursuant to those provisions, that the County of Stettler No. 6 may, if reasonably deemed necessary to properly process this application, exceed the 40-day time period for an additional period of not more than 40 days.

I hereby agree that the County of Stettler No. 6 may release the information contained within this application for the purposes of properly processing the application. This release may include, but is not limited to, publication in local newspapers, inclusion in referral letters to agencies and adjacent landowners and inclusion in the Municipal Planning Commission and/or County of Stettler No. 6 Council Packages. Personal contact information will not be published.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## SECTION A – SITE INFORMATION

Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

¼ \_\_\_\_\_ Section \_\_\_\_\_ Twp \_\_\_\_\_ Range \_\_\_\_\_ W of \_\_\_\_\_ M

Hamlet or Subdivision Name (if applicable) \_\_\_\_\_

Rural Address \_\_\_\_\_ Parcel Size \_\_\_\_\_

Existing Buildings and Present Use \_\_\_\_\_

## SECTION B – PROPOSED DEVELOPMENT

Describe the Proposed Development \_\_\_\_\_

Floor Area (main floor) \_\_\_\_\_

Proposed Setbacks: *Front* \_\_\_\_\_ *Rear* \_\_\_\_\_ *Sides* \_\_\_\_\_ *and* \_\_\_\_\_

Height (above grade) \_\_\_\_\_

Type of Footings and/or Foundation \_\_\_\_\_

Access: Existing approach Yes \_\_\_ No \_\_\_ If not, a request for an access approach must accompany this application.

Estimated Value of Proposed Development \_\_\_\_\_

### For Mobile Home/Recreational Vehicles/Modular Only:

*Model:* \_\_\_\_\_ *Year:* \_\_\_\_\_ *Serial Number:* \_\_\_\_\_

*Length:* \_\_\_\_\_ *Width:* \_\_\_\_\_

## SECTION C – GEOGRAPHIC AND PHYSICAL CHARACTERISTICS

Are any of the following within 800 meters (½ mile) of the proposed development?

Land fill or garbage disposal site \_\_\_ Sour gas facilities \_\_\_ Rights-of-Way (e.g. pipeline, lease road, etc.) \_\_\_\_\_

River, creek or water body \_\_\_\_\_ Slopes of 15% or greater \_\_\_\_\_ Confined Feeding Operation \_\_\_\_\_

Sewage treatment plant or sewage lagoon \_\_\_\_\_ Environmentally sensitive area \_\_\_\_\_

Provincial Highway Right-of-Way (if yes, approval from AB Transportation is required). Name of highway \_\_\_\_\_

Multi-lot subdivision \_\_\_\_\_

Municipal Boundary (name of adjacent municipality) \_\_\_\_\_

**COMMERCIAL / INDUSTRIAL / CONTRACTOR'S BUSINESS - HOME BASED / HOME OCCUPATION**

**BUSINESS OPERATION DETAILS**

Describe the business operation: \_\_\_\_\_

\_\_\_\_\_

Office Location: \_\_\_\_\_

**ADVERTISING / MARKETING / SIGNAGE**

Will the business be advertised / marketed / signed? Yes \_\_\_\_\_ No \_\_\_\_\_

Advertising / Marketing / Signage details: \_\_\_\_\_

\_\_\_\_\_

**TRAFFIC**

Will the development generate additional traffic to the property: Yes \_\_\_\_\_ No \_\_\_\_\_

Traffic details: \_\_\_\_\_

\_\_\_\_\_

**STAFFING**

How many people will your business employ? Resident employees \_\_\_\_\_ Non-resident employees \_\_\_\_\_

**OUTDOOR STORAGE**

Will there be outside storage? Yes \_\_\_\_ No \_\_\_\_

Will it be visible from the road? Yes \_\_\_\_ No \_\_\_\_

Outdoor storage screening / securing details: \_\_\_\_\_

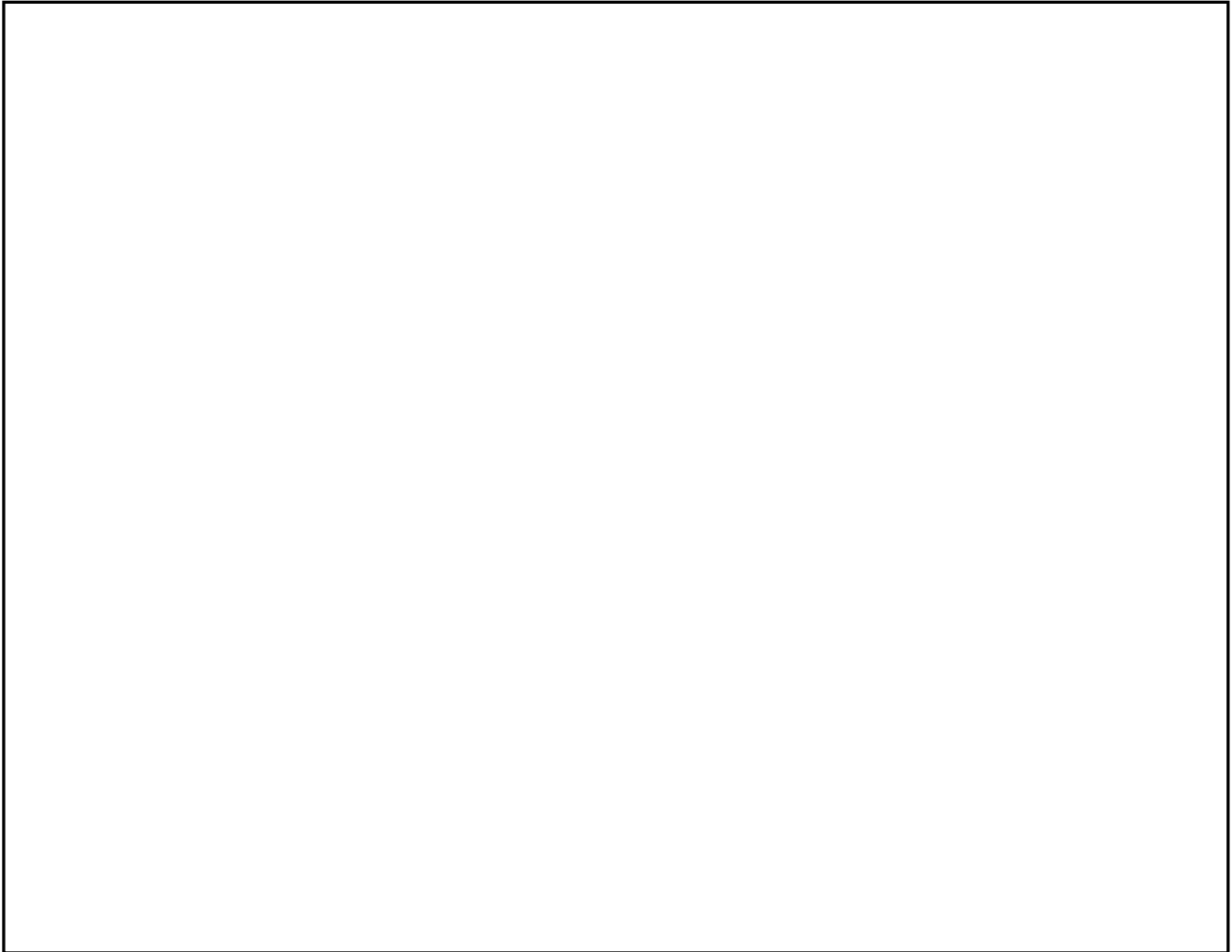
**SERVICES**

Source/ Type of Water Supply \_\_\_\_\_ (Expected Daily Volume) \_\_\_\_\_ m<sup>3</sup>

Method of Sewage Disposal \_\_\_\_\_ (Expected Daily Volume) \_\_\_\_\_ m<sup>3</sup>



# Site Plan



1. Please use the above square to represent the **quarter section** where development may occur. Draw your parcel and show its dimensions. (If your lot is located in a **multi-lot subdivisions**, use the above square to represent your entire lot.)
2. Indicate where buildings and signs are and identify the distances **from all property boundaries**. Also show the distance **between** all buildings and property lines. (From the closest point of structure to closest point of another structure and/or property lines)
3. Include the location of all roads and/or road allowances that front onto your parcel. Show the location of the access to your property.
4. Include shelterbelts, private sewage disposal systems, water wells, utility lines, watercourses, steep slopes or any other feature used to determine the location of the proposed development.
5. Measurements must be recorded in either metres or feet. (Other units will not be accepted)
6. Site plan **must** be legible and to scale to the satisfaction of the development officer.