



Development Permit Application

Planning & Development Department 5303 -50 Avenue, Lamont, Alberta T0B 2R0 Phone (780) 895-2233 Fax (780) 895-7404

Type of development:

- Residential
- Industrial/Commercial
- Heartland Industrial
- Natural Resources Extractions
- Other

Please describe the proposed development _____

Commencement date _____ Completion date _____ Development costs _____

Property address _____ Subdivision name _____

Legal description Lot _____ Block _____ Plan _____

(if applicable) Quarter _____ Section _____ Township _____ Range _____ west of the 4th meridian

APPLICANT INFORMATION		COMPLETE IF DIFFERENT FROM APPLICANT	
Name of Applicant:		Name of Registered Land Owner:	
Mailing Address:		Mailing Address:	
City:		City:	
Postal Code:	Phone:	Postal Code:	Phone:
Email address:		Email address:	

In consideration of any permit issued in respect to this application, the Applicant shall indemnify and hold harmless Lamont County its employees and agents from any and all claims, demands, actions, and costs whatsoever that may arise, directly or indirectly from anything done in the construction, maintenance, alteration, or operation of the works authorized.

APPLICANT AUTHORIZATION:

PLEASE NOTE: I/we hereby give my/ our authorization to apply for this development permit & allow authorized person(s) of Lamont County the right to enter the above land and/or building(s) with respect to this application only.

Signature of authorized applicant(s): _____ Signature of landowner(s): _____

It is understood that all works will be constructed, altered, maintained, or operated at the sole expense of the undersigned, and that work must not begin before a permit has been issued by Lamont County. The issuance of a permit by Lamont County does not relieve the holder of the responsibility of complying with relevant municipal bylaws and this permit once issued does not excuse violation of any regulation, bylaw, or act which may affect this project.

I/We hereby declare that I/we have read the applicable information sheet on development and that the information provided in this application is, to the best of my/our knowledge, factual and correct.

Signature of authorized application(s): _____ Signature of landowner(s): _____

Note: This permit application is not for; building, gas, plumbing, or electrical work. Permits for such work must be obtained from Superior Safety Codes Inc. at (780) 489-4777 or toll free at 1-866-999-4777 or www.superiorsafetycodes.com

Collection and use of personal information
This personal information is being collected in accordance with the Municipal Government Act (MGA) and the Land Use Bylaw and is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act (FOIP), unless disclosures are authorized under the Land Use Bylaw. This information will be used to process and issue the Permit. If you have any questions about the collection and use of your information, contact the County Manager, Lamont County at (780) 895-2233.

For office use only

Roll number _____

Permitted Discretionary Land use district _____ Lot area _____ Safety Codes Permits

Fees

Development _____	Date received _____	Application no. _____
Other fees _____	Received by _____	Entered by _____
Total _____	Receipt no. _____	Date entered _____

Information for Commercial Development Permits

"Commercial uses" means both general commercial uses and highway commercial uses;

"General commercial use" means a development through which products or services are available to consumers but does not include the manufacturing of products or highway commercial uses;

"Highway commercial use" means a development through which products or services are available to the motoring public and includes, but is not limited to, service stations or gas bars, and motels;

Commercial uses are a **discretionary use** within the Agricultural, Hamlet, Industrial/Commercial, Heartland Industrial and Heartland Agricultural Districts.

"Discretionary use" means the use of land or a building provided for in this Bylaw for which a development permit **may be issued upon an application having been made;**

It is important to read and understand the following before completing the development permit application. Please contact the Planning and Development Department if you require more detail.

1. Make sure the application form is complete and includes the appropriate fees. These fees are set according to the Fees and Charges Bylaw approved by Council.
2. The development permit application **must** be accompanied by the following:
 - a) a **site plan** showing the legal description; the front, rear, and side yards, if any; any provision for off-street loading and vehicle parking; access and egress points to the site; and any encumbrance such as rights-of-way;
 - b) a statement of the **proposed uses;**
 - c) a **statement of ownership** of the land and the interest of the applicant therein, including the written consent of the registered owner or owners of the land;
 - d) a copy of a **title search** for the subject site; and
 - e) **Must** identify the location of abandoned oil and gas wells licensed by AER(Alberta Energy Regulator), the following is required:
 - A map of the subject site from AER and a statement that there are no wells in the area OR, if abandoned wells are identified:
 - A list and map identifying the locations of abandoned wells within the search area, including surface coordinates and required setback distances as required by the AER and the well licensee (s), and
 - Written confirmation from the applicant that the licensee responsible for each well has been contacted and the exact well location confirmed.

WHERE TO FIND THIS INFORMATION

Developers and landowners must contact AER prior to applying for a development permit. Information can be obtained from the AER.'s Abandoned Well Viewer or the website www.aer.ca. Alternatively, contact the AER. **by telephone at 1-855-297-8311, or see Page 8.**

- f) Indicate if the development will be situated within 1.6 km of a landfill for the disposal of garbage or refuse, intensive livestock operation or a sewage treatment/sewage lagoon.

3. You may need to include some of the following with your application in order for the Development Authority to assess the conformity of a proposed development with this Bylaw. Such information may include:
 - a) floor plans, elevations and sections of any proposed buildings;
 - b) grading and landscaping plans;
 - c) location of existing and proposed municipal and/or private sanitary sewer and water services;
 - d) the identification of all right-of-ways and easements within or abutting the subject property;
 - e) any additional information as the Development Authority deems necessary and,
 - f) in the case of the placement of an already constructed or partially constructed building on a parcel of land, information such as pictures of the building relating to the age and condition of the building and its compatibility with the District in which it is to be located
 - g) a site plan detailing how vegetation, topography disturbance or erosion is to be minimized may be required by the Development Authority
 - h) a Real Property Report relating to the site that is the subject of the development permit application.

4. In addition to any or all of the information required above, each application for a commercial development **must** be accompanied by the following information:
 - (a) physical suitability of site with respect to soils, slopes and drainage,
 - (b) the size and number of parcels and proposed phasing (if any),
 - (c) servicing requirements and provisions for meeting them,
 - (d) costs associated with providing new or upgraded municipal services associated with the development,
 - (e) the requirements and provisions for employee and customer parking and for site access,
 - (f) a landscaping plan,
 - (g) cross-sections and elevations for each building;
 - (h) a list of proposed uses;
 - (i) and/or any other information as may be reasonably required by the Development Authority.

5. Review of a development proposal may be delayed if the form and/or additional information provided is incomplete. Should this happen we will need to contact you.

6. A permit is valid for 12 months from the date it is issued. If the development has not commenced within twelve (12) months from the date of its issuance and completed within twenty-four (24) months from the date of commencement, the permit is deemed to be void, unless an extension to this period is granted by the Development Authority.

7. A permit comes into effect the 15th day after the date of issuance on the notice of decision. If a Development Officer:
 - a) refuses or fails to issue a Development Permit, or
 - b) issues a Development Permit subject to conditions, or
 - c) fails to make a decision within 40 days of accepting a completed application; then,

The person applying for the permit or a person affected by a decision or Development Permit issued by a Development Officer, may appeal to the Subdivision and Development Appeal Board (SDAB) within 14 days of the notice of issuance of a permit. The SDAB may confirm, revoke or vary any decision of the Development Officer, and Development Permit or any condition, or may make or substitute any decision or permit of its own.

There is no appeal against a Development Permit for a permitted use unless the provisions of the Land Use Bylaw were relaxed, varied or misinterpreted.

8. All of the information and plans relating to this request shall conform to the Land Use Bylaw and any of its amendments.

Consult Lamont County Land Use Bylaw 675/07 for information on:

- Part 6 – Special Land Use Provisions
- Part 7 – Land Use Districts – Uses & Regulations
- Figures 1 – 4 setback diagrams.

For any development abutting a public highway contact Alberta Transportation for setback requirements. Government rite # 310-0000, then at the prompt put in the following phone number 780-853-8178.

For development in the Heartland Industrial and Heartland Agricultural Districts, also consult the Lamont County's Alberta's Industrial Heartland Area Structure Plan.

Please note: This information has no legal status and cannot be used as an official interpretation of the various regulations currently in effect. **Users are advised to refer to the Land Use Bylaw 675/07 and Municipal Development Plan 674/07 which are posted on our website at www.lamontcounty.ca or contact the County Planning Department (780) 895-2233 for more information.** Lamont County accepts no responsibility for persons relying solely on this information.

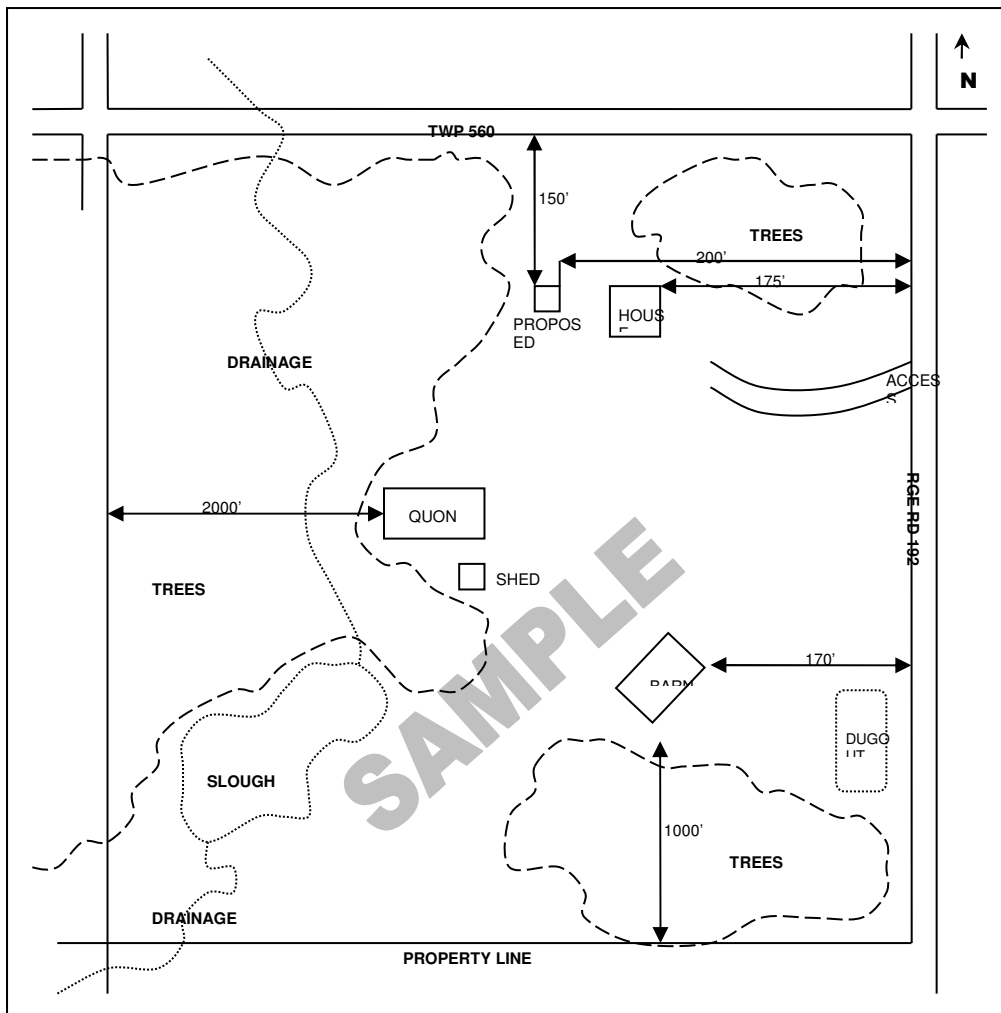
Site Plan Requirements

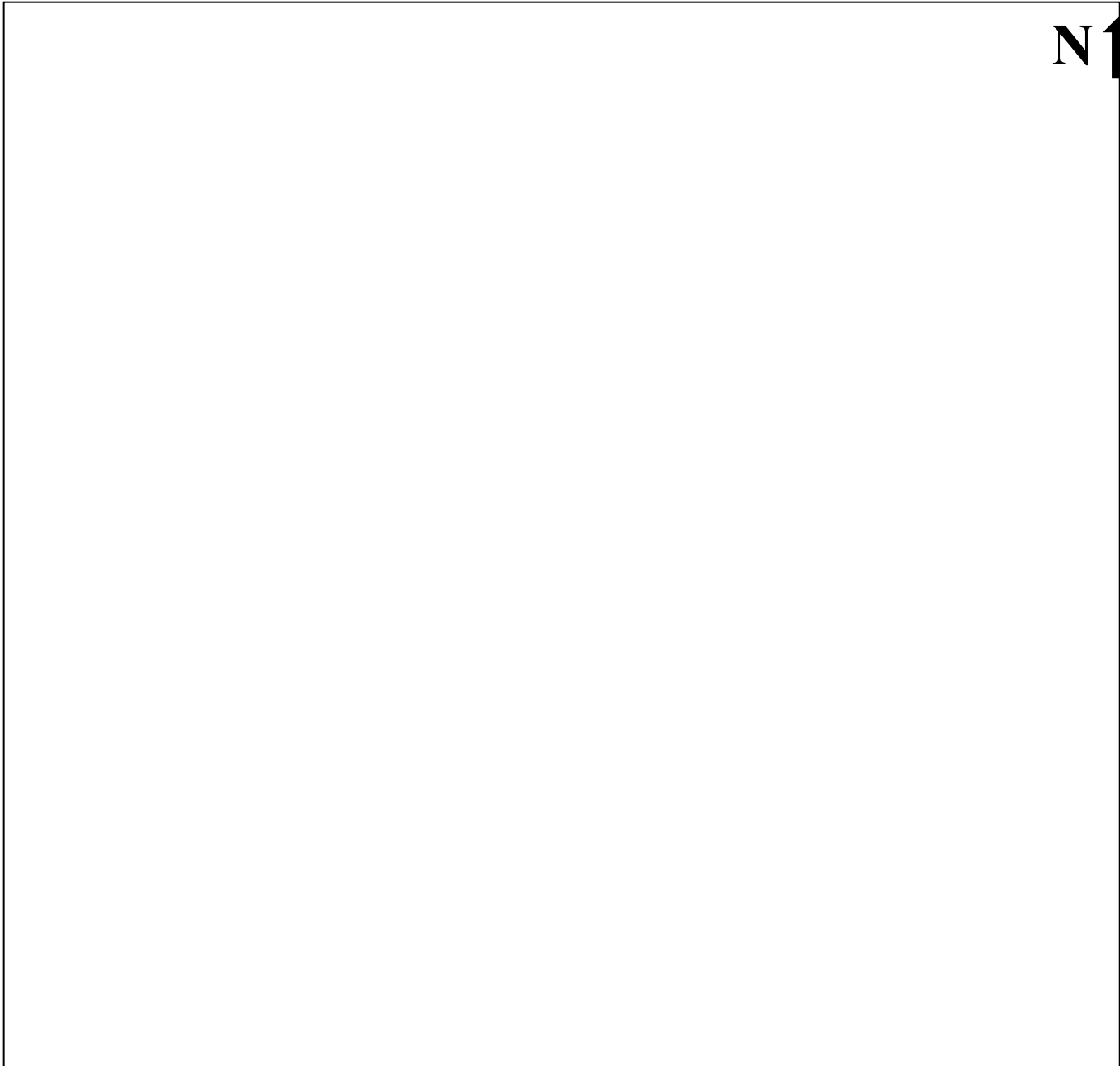
The following information is required to be shown on a site plan:

- All proposed buildings, including building dimensions and setbacks from boundary lines, roads and existing buildings;
- Clearly label all existing buildings, including building dimensions and setbacks from boundary lines and roads;
- Clearly label a lot dimension;
- Clearly label location and dimension of all existing and proposed outdoor storage areas on property;
- Clearly label the location and the setback distances from the proposed development to the following:
 - Roads – Range Road, Township Road, Street/Avenue Name, Public Highway
 - Location of existing and/or proposed approaches
 - Water bodies
 - Creeks
 - Dugouts
 - Wetlands
 - Banks and shelterbelts
- Clearly indicate North Arrow on site plan;
- Clearly indicate the Legal Land Description on the site plan.

See example following.

SITE PLAN EXAMPLE



DEVELOPMENT PERMIT SITE PLAN**DEVELOPMENT PERMIT APPLICATION NO.:** _____ **(Administrative Use)****LEGAL LOCATION:** _____**DATE:** _____ **SIGNATURE OF APPLICANT:** _____**PLEASE FOLLOW EXAMPLE AS SHOWN ON PREVIOUS PAGE.**

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BUSINESS INFORMATION SHEET Supplementary to Development Permit Application

Date _____ Permit Application Number (Office Use Only)

Applicant Name _____

Landowner Name _____

Legal Land Description _____

Business Description/Information

Describe in detail the type of service(s) or product(s) offered.

Hours/Days of Operation _____

Number of Employees _____

Traffic Impact (cars, trucks, deliveries etc.)

Living Accommodations:

Signature of Applicant _____

ABANDONED OIL & GAS WELL PROCESS FOR SUBDIVISION AND DEVELOPMENT

Effective November 1, 2012, the Subdivision and Development Regulation requires that an applicant applying for a development permit provide information on the location of abandoned oil & gas wells (if any), on the subject property. This information **MUST** be provided before a development permit application is considered complete.

The following outlines the process for determining if abandoned wells are located on the subject property:

1. Go to A.E.R. (Alberta Energy Regulator) website www.aer.ca, then select on the top of the page "Systems & Tools" – "abandoned well map" – "area of interest", then enter your legal land location (i.e. 5-55-15-4.)
2. The applicant must provide the following as part of their application:
 - the map from A.E.R. viewer of the subject property;
 - a list of all abandoned wells, including the surface coordinates;
 - a sketch of the proposed development showing the required setback area of each abandoned well;
 - any additional information from Licensee(s) that led to a change in the setback;

If an abandoned well is **NOT** found, then the Applicant must sign in the space provided below confirming that there are no abandoned wells located on the property. **The Applicant MUST attach the map from A.E.R. Viewer of the property.**

Applicant Print Name

Applicant Signature

Date

If an abandoned well(s) **IS FOUND**, the Applicant must sign in the space provided below confirming that there are/ is abandoned well(s). **The applicant MUST provide all of the information in section #2 .**

Applicant Print Name

Applicant Signature

Date