

DEVELOPMENT PERMIT APPLICATION PACKAGE

DEVELOPMENT PERMIT INSTRUCTIONS

It is important to read and understand the following instructions prior to completing this application form.

1. Every application for a development permit shall be submitted in complete form, accompanied by the appropriate fees set forth pursuant to Land Use Bylaw. If site work has already begun, then you are advised that no further work on the development is to occur until a permit is issued. Any access to, site servicing of, or construction started on the property prior to the issuance of a development permit, and completion of the expiry of the appeal period, is at the Applicant's risk and is subject to a fine under the Land Use Bylaw.
2. The Development Authority Officer requires an applicant to include the following support information when submitting an application for a development permit in accordance with the Land Use Bylaw. Please follow the site plan checklist provided on the following page.
3. Failure to complete this form and to supply the required supporting information, may result in delays in the processing of the application. If more information or other reports are required to be submitted, you will be notified in writing of same within 20 days of receipt of your application. The application is not deemed accepted and complete until all information is received.
4. A permit granted under the provisions of the Bylaw does not become effective until 21 days or a longer period at the discretion of the Development Authority after the date of issue of the notice of decision, in accordance with the appeal process outlined in items 6, 7, 8 and 9 below.
5. If an application is refused, the applicant may exercise the right of appeal. Written notice of appeal must be submitted to the Secretary of the Subdivision and Development Appeal Board (SDAB) of the Town of St. Paul within 21 days after the notice of the decision is given. The Subdivision and Development Appeal Board will then give reasonable notice of the appeal hearing to the appellant and those, who in the opinion of the Subdivision and Development Appeal Board, may be affected.
6. Where an appeal is made within the 21 day period, outlined in item 5 above, by a person claiming to be affected by the approval or refusal of an application for development, a development permit which has been granted shall not come into effect until the appeal has been determined and the permit confirmed, modified or nullified by the Subdivision and Development Appeal Board (SDAB).
7. An application for a development permit shall, at the option of the applicant, be deemed to be refused when a decision is not made by a Development Authority within forty (40) days after the receipt of the application in its complete and final form by a Development Authority, and the person claiming to be affected may appeal in writing as though they had received refusal at the end of the period specified in this item.
8. A decision of the Subdivision and Development Appeal Board is final and binding on all parties, and all persons subject to the provisions of the Municipal Government Act, as amended.
9. All information and design criteria as it relates to the application for Development Permit shall be in conformance with the provisions of the Land Use Bylaw.

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10. You are advised to accurately locate any oil, gas, power and telephone lines on your property prior to undertaking any excavation work by contacting Alberta One-Call at 1-800-242-3447 / albertaonecall.com.
11. If you have any questions regards this application package, please contact the Planning Department at the Town of St. Paul 780-645-4481 or alternatively, you may arrange a pre-application meeting to discuss same.

HOW LONG DOES IT TAKE TO GET A DEVELOPMENT PERMIT?

It is important to plan ahead and submit your application well in advance of starting the development. According to the Municipal Government Act, a Development Authority has 40 days in which to make a decision on a completed development permit application. The 40 days begins after all of the necessary information has been provided.

If your proposed development falls into the Permitted Use classification, a Development Permit can typically be issued within the 40 day time limit. Although, if your proposed development falls into the Discretionary Use classification according to the Land Use Bylaw, approximately 2-4 months may be required to obtain a Development Permit (including the appeal period).

WHY DO I NEED A DEVELOPMENT PERMIT?

The Town’s Land Use Bylaw requires development permit approval prior to the commencement of many types of development. The development permit can ensure that the development is set back the appropriate distances from property lines. Setbacks are also required to ensure that the development is located in a safe place so that it isn’t too close to a road, steep slope, water body, oil and gas facilities, etc.

WHEN DOES MY DEVELOPMENT PERMIT EXPIRE?

A Development Permit is valid for a period of twelve (12) months from the date of issue. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, or at any time the development has been discontinued for a period of six (6) months, the permit shall be null and void. An extension may be requested in writing if needed (there is a fee for this service), however there is no guarantee that an extension will be granted.

DEVELOPMENT PERMIT SITE PLAN CHECKLIST:

- | | | |
|------------------------------------|--|---------------------------------|
| ✓ Location of existing buildings. | ✓ Front, Side and Rear Yard setbacks | ✓ Alberta Transportation’s |
| ✓ Location of proposed buildings. | from <u>property lines</u> in meters/feet. | (issued) Roadside Development |
| ✓ Location of existing access. | ✓ Location of any water bodies on | Permit |
| ✓ Location any proposed access. | subject property. | 300m: of the ROW of the highway |
| ✓ Location of any abandoned wells. | ✓ Location of all right-of-way | 800m: of an intersection of the |
| ✓ Indicate the North direction. | (ROW) / easements on property. | highway and a public road. |



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www.town.stpaul.ab.ca

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Internal Use Only

Our File Number: _____ Your File Number: _____ Roll Number: _____

Applicant Information

Applicant/Agent: _____ Phone: _____
Address: _____ Cell Phone: _____
City/Prov. _____ Postal Code: _____ Fax: _____
Email address: _____ Signature: _____

Applicant/Agent Authorization: I am the applicant/agent authorized to act on behalf of the registered owner 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.

Registered Landowner Information *Owner same as applicant*

Registered Owner: _____ Phone: _____
Address: _____ Fax: _____
City/Prov. _____ Postal Code: _____ Signature: _____

Right of Entry

Pursuant to Section 542 of the Municipal Government Act, I hereby do ____ or do not ____ grant consent for a designated officer of the Town of St. Paul to enter upon the land as described above, for a site inspection.

Print Name: _____ Signature: _____

Section A - Property Information

Legal: Lot ____ Block ____ Plan _____ and Part of ____ ¼ Sec ____ Twp ____ Rge ____ W4M
Subdivision Name (if applicable) or Area of Development _____
Street Address _____ Parcel Size _____
Number of existing dwellings on property (please describe) _____

Has any previous application been filed in connection with this property? Yes No
If yes, please describe the details of the application and file number: _____



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- Is the subject property near a steep slope (exceeding 15%)? Yes No
 - Is the subject property near or bounded by a body of water? Yes No
 - Is the subject property within 800m of a provincial highway? Yes No
 - Is the subject property near a Confined Feeding Operation? Yes No Distance: _____
 - Is the subject property within 1.5km of a sour gas facility? Yes No Distance: _____
 - Is the subject property within 1.5km of a sewage treatment plant/lagoon? Yes No Distance: _____
 - Is the subject property immediately adjacent to the Town boundary? Yes No
- If yes, the adjoining municipality is: _____

Section B – Proposed Development Information

Estimated Cost of Project \$ _____

Estimated Commencement Date _____ Estimated Completion Date _____

Dwelling: Floor Area _____ sq. ft. % of Lot Occupied _____ Height of Dwelling _____ ft / m

Accessory Building Floor Area _____ sq. ft. % of Lot Occupied _____ Height of Acc. Bldg _____ ft / m

Parking: No. of Off-Street Parking _____

Land Use District (Zoning) of Property: _____

Description of Work:

SEPARATE REPORTS TO ATTACH:

Parking Plan	Biophysical Assessment	Landscaping Plan	Site Plan
Stormwater Management Plan	Hydrogeological Report	Applicable Provincial /Federal Authorization	Industrial Development
Geotechnical Report	Environmental Site Assessment Phase I or Phase II or Phase III	Historical Resource Impact Assessment (HRIA)	Commercial-Development
Real Property Report	Reclamation Plan		Copy of ERCB Abandoned Well Viewer Map (*required for all applications)

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Section C – Abandoned Wells

Effective November 1, 2012, the Subdivision and Development Regulation requires that an applicant for a development permit (for buildings larger than 47m²/505 sq. ft.) provide information about abandoned oil and gas wells on the subject property. Before an application for development can be considered complete, applicants **MUST** provide this information. The following outlines the process for determining what information is required with your development application. Applicants are required to verify the Alberta Energy Regulator’s Abandoned Well Viewer online at: <http://mapviewer.aer.ca/Html5/Index.html?viewer=aerabnwells> to determine if abandoned wells are located on the subject property. Information can be obtained by phoning Alberta Energy Regulator at 1-855-297-8311.

If an abandoned well is found, then the Applicant **MUST** provide the Town of St. Paul with all Licensees identified by the AER as affecting their property to confirm the following:

1. a sketch showing the location and setback distance required by the Licensee from each abandoned well;
2. the map from the AER Viewer of the subject property;
3. a list of all abandoned wells, including the surface coordinates;
4. 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 AER Viewer of the property.

Applicant Print Name _____ Applicant Signature _____ Date _____

Section D – Preferred Method of Communication

When a decision has been made on your file, do you wish for us to: call you for pick up mail the decision

**If a decision has not been picked up within 5 (five) working days, the decision will be automatically mailed to applicant.

**Once a Development Permit has been issued, a copy of the permit is automatically sent by email to the applicant if an email address is provided on page 4.

If we have any questions or require clarification regarding your application, how do you wish to be contacted: phone mail fax e-mail

OFFICE USE ONLY

Type of Payment: DEBIT CASH CHEQUE
 Fee \$ _____
 Receipt # _____
 Receipt Date _____
 Date Received _____
 *the Developer Officer has 20 days to deem the application complete/incomplete, a letter will be sent to you in this regard.

Authorization:

Permitted Use Discretionary Use


Issuing Officer’s Name _____
 Issuing Officer’s Signature _____
 Date Deemed Complete by Development Authority: _____
 Date Issued _____
 Comments and/or Variances _____

The personal information provided is being collected under the authority of the Municipal Government Act and will be used for the purposes under that Act. Information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act. Any questions regarding the collection, use or disposal of this information should be directed to Town of St. Paul.

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Our File Number: _____	Tax Roll Number: _____
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DEVELOPMENT PERMIT SITE PLAN

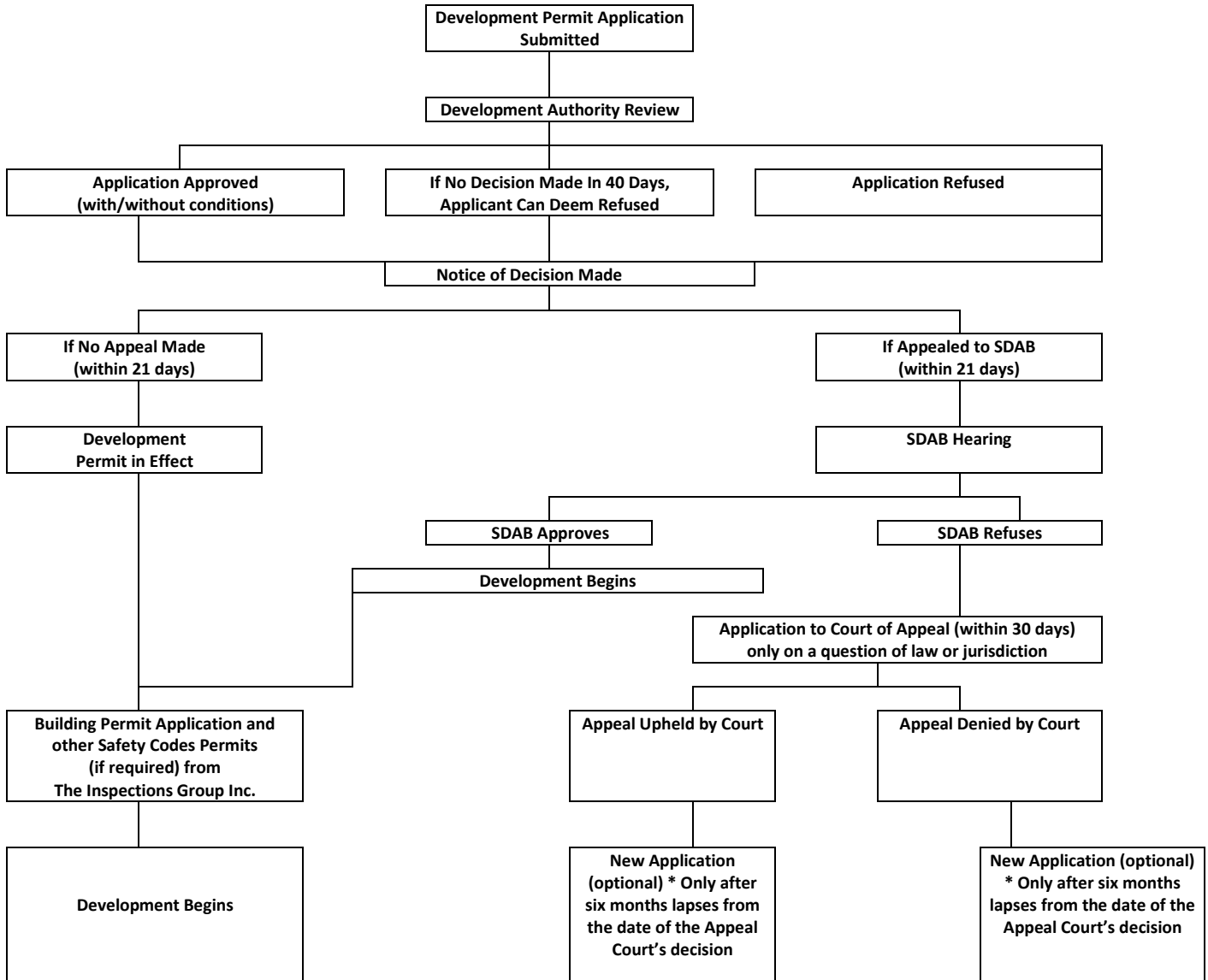


DATE:	SIGNATURE OF APPLICANT:
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DATE:	DEVELOPMENT AUTHORITY:
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DEVELOPMENT PERMIT PROCESS



The Inspections Group Inc.
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