



<b>Title: Application for Development Permit</b>		<b>Policy No: 03-04</b>
<b>Section: 61</b>	<b>Section: P-A</b>	<b>Page No.: 1 of 9 E</b>

<b>Legislative Reference:</b>	Alberta Provincial Statutes Land Use Bylaw
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<b>Purpose:</b>	To outline the procedures and requirements for applying for a Development Permit in Smoky Lake County.
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**Policy Statement and Guidelines:**

**1.0 STATEMENT**

1.1 Development Permits are issued by Smoky Lake County, pursuant to Land Use Bylaw, as amended. 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.

**2.0 PROCEDURES**

2.1 **Application Forms are available from the County Office and from the County website at [www.smokylakecounty.ab.ca](http://www.smokylakecounty.ab.ca).**

2.2 **A Development Permit Application must be completed and submitted to the County Office, accompanied with a fee as set out in the “Schedule A – Development Permit Application Package”.**

2.3 **All applications must be in issued in accordance with the Land Use Bylaw.**

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>September 20, 2007</b>	#618-07 - Page #8484
<b>Amended</b>	<b>January 31, 2013</b>	#302-13 - Page #10434
<b>Amended</b>	<b>October 24, 2013</b>	#1035-13 - Page #10862
<b>Amended</b>	<b>January 29, 2015</b>	#303-15 - Page #11562



## 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 1272-14, as amended. 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 requires an applicant to include the following support information when submitting an application for a development permit in accordance with Section 2.0: Development Permit, Rules, and Procedures of the Land Use Bylaw 1272-14 and amendments thereto. Please follow sample site plan provided in this package.
- 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. 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 fourteen (14) 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 Smoky Lake County within fourteen (14) 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 fourteen (14) 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 1272-14 and amendments thereto.
- 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](http://albertaonecall.com).
- 11) If you have any questions regards this application package, please contact Smoky Lake County Planning and Development Department at 1-888-656-3730 / 780-656-3730 / [pd@smokylakecounty.ab.ca](mailto:pd@smokylakecounty.ab.ca) or alternatively, you may arrange a pre-application meeting to discuss same.



## DEVELOPMENT PERMIT APPLICATION PACKAGE

### A DEVELOPMENT PERMIT IS REQUIRED FOR:

- A. The carrying out of any construction or excavation, or other operations, in, on, over or under land;
- B. The making of any change in the use or the intensity of use of any land, buildings or premises, and, without restricting the generality of the foregoing, includes the removal and/or placement of topsoil.
- C. In a building or on a parcel used for dwelling purposes, any increase in the number of families occupying and living in the building or on the parcel; and any alteration or additions which provide for an increase in the number of dwelling units within the building or on the parcel;
- D. The placing of refuse or waste material on any land;
- E. An excavation or stockpile and the creation of either of them;
- F. A building or an addition to or replacement or repair of a building and the construction or placing of any of them in, on, over or under land;
- G. The resumption of the use for which land or buildings had previously been utilized;
- H. The use of the land for the storage or repair of motor vehicles or other machinery or equipment;
- I. The continued use of land or of a building for any purpose for which it is being used unlawfully when this Bylaw comes into effect;
- J. The more frequent or intensive use of land for the parking of trailers, bunkhouses, portable dwellings, skid shacks or any other type of portable building whatsoever whether or not the same has been placed or affixed to the land in any way;
- K. The placement of an already constructed or a partially constructed building on a parcel of land; and
- L. The erection of signs.

### 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 County'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.



Box 310  
4612 McDougall Drive  
Smoky Lake, AB T0A 3C0  
ph 656-3730 fx 656-3768

**DEVELOPMENT PERMIT APPLICATION PACKAGE**

**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 Smoky Lake County to enter upon the land as described above, for a site inspection.  
Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Section A - Property Information** Division \_\_\_\_\_  
Legal: Lot \_\_\_\_ Block \_\_\_\_ Plan \_\_\_\_\_ and Part of \_\_\_\_ ¼ Sec \_\_\_\_ Twp \_\_\_\_ Rge \_\_\_\_ W4M  
Subdivision Name (if applicable) or Area of Development \_\_\_\_\_  
Rural Address/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 County 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	Master Sign Plan	Site Plan
Stormwater Management Plan	Hydrogeological Report	Landscaping Plan (Garner Lake ASP)	Industrial Development (Section 2.5 / 7.10 of LUB)
Geotechnical Report	Environmental Site Assessment Phase I or Phase II or Phase III	Wind/Energy Conversion System (Section 2.9/7.36-7.38 of LUB)	Commercial-Development (Section 2.6 / 7.4 of LUB)
Natural Resource Extraction (Section 2.7/7.16 of LUB.)	Reclamation Plan	Excavation & Stripping Development (Section 2.8 of LUB)	Historical Resource Impact Assessment (HRIA) (Section 2.4/9.2 of LUB)
Real Property Report	Cumulative Effects Assessment	Applicable Provincial /Federal Authorization	Copy of ERCB Abandoned Well Viewer Map (*required for all applications)





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

A large, empty rectangular area intended for the development permit site plan. In the top right corner of this area, there is a small icon of a four-pointed star with arrows pointing outwards, representing a north arrow.

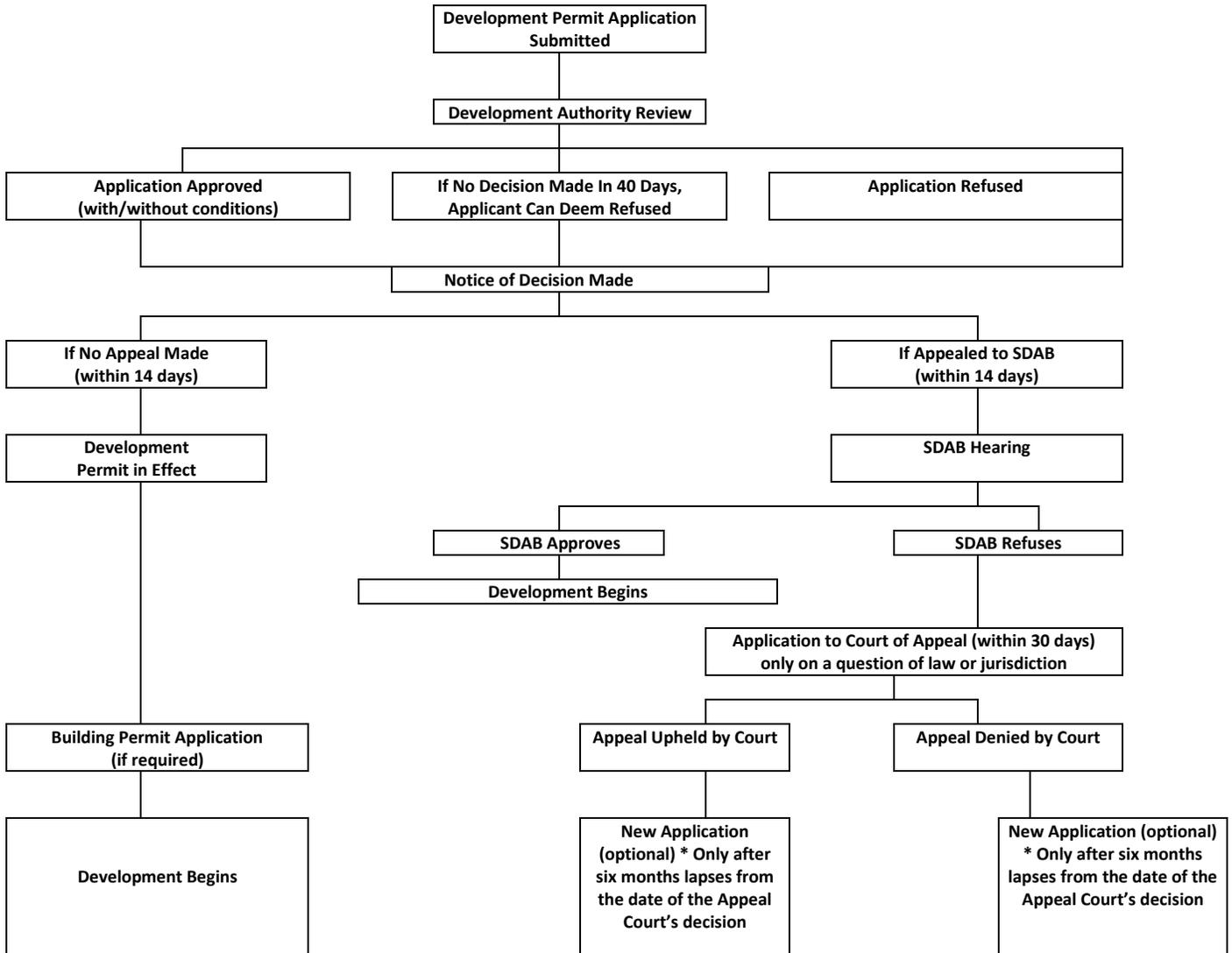
DATE:	SIGNATURE OF APPLICANT:
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DATE:	DEVELOPMENT AUTHORITY:
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**DEVELOPMENT PERMIT APPLICATION PACKAGE**

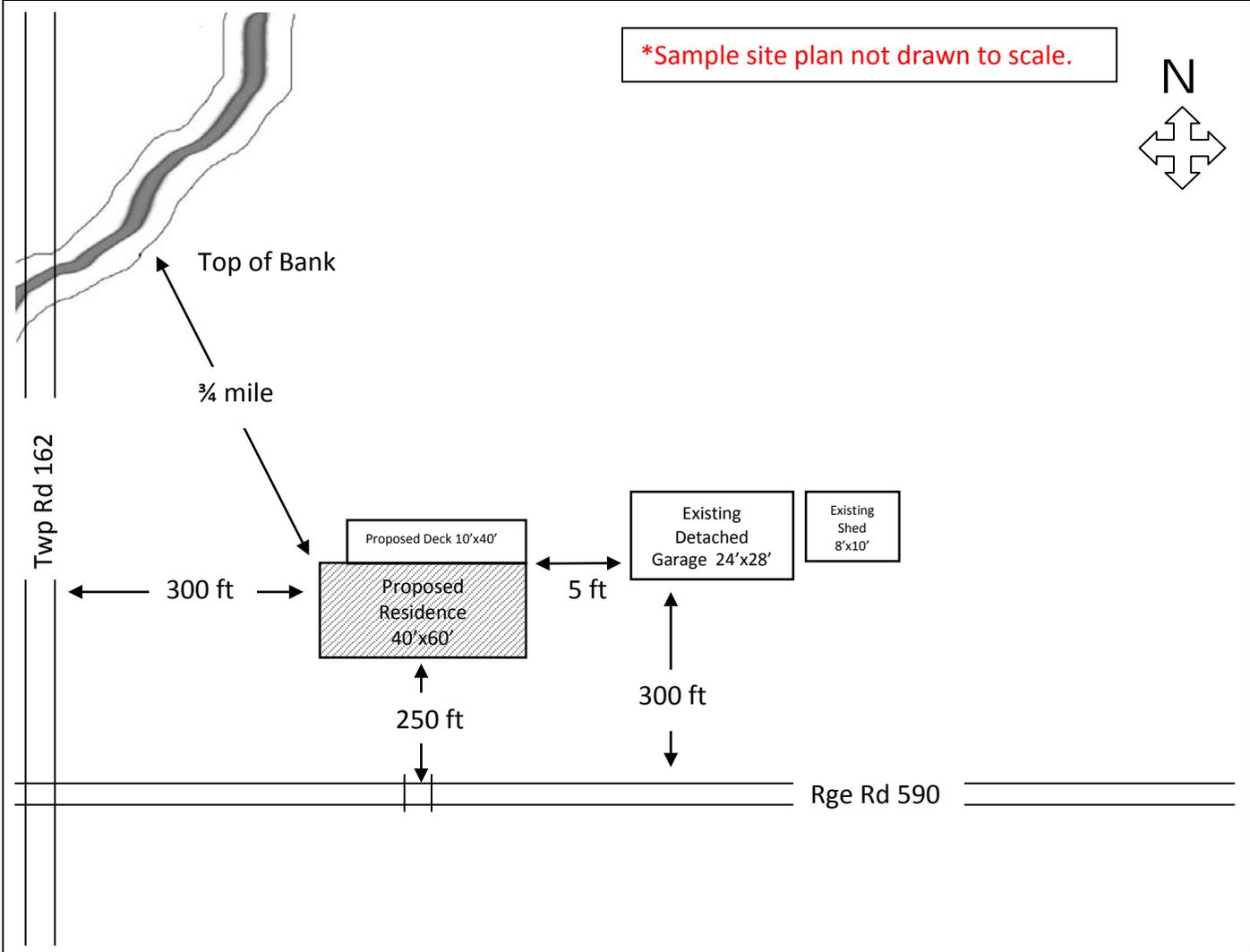
**DEVELOPMENT PERMIT PROCESS**





**DEVELOPMENT PERMIT APPLICATION PACKAGE**

**SAMPLE SITE PLAN**



**INCLUDE THE FOLLOWING INFORMATION IN YOUR SITE PLAN:**

<ul style="list-style-type: none"> <li>✓ Location of existing buildings.</li> <li>✓ Location of proposed buildings.</li> <li>✓ Location of existing access (es).</li> <li>✓ Location any proposed access (es).</li> <li>✓ Location of any abandoned wells.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Front, Side and Rear Yard setbacks from <u>property lines</u> in meters/feet.</li> <li>✓ Location of any water bodies on subject property.</li> <li>✓ Location of driveway.</li> <li>✓ All developed/undeveloped road allowances.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Indicate the North direction.</li> <li>✓ Location of all right-of-way and easements within or abutting the subject property.</li> </ul>
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