



## FORM B: NON-RESIDENTIAL DEVELOPMENT PERMIT APPLICATION

Pursuant to Land Use Bylaw No. 354-12

OFFICE USE			
Application No:	Roll No:	Use: <input type="checkbox"/> Permitted <input type="checkbox"/> Discretionary <input type="checkbox"/> Waiver <input type="checkbox"/> Prohibited	
Application Received:	Application Fee:	Land Use District:	Site Inspection Date:
Application Deemed:		Expiry of 40-Day Decision Timeframe:	Deadline for Missing Documentation:
Date Incomplete:	Date Complete:		
Date Reviewed by D.O.:	MSDA Meeting Date:	Date of Decision:	Effective Date:

### PREFERRED METHOD OF DELIVERY (SELECT ONE)

- Email:** I wish to receive all official written documentation for my application by email.
- Letter Mail:** I wish to receive all official written documentation for my application by letter mail.
- In-person Pickup:** I wish to pickup all official written documentation for my application from the Town Office myself (applicant will be notified by phone when documents are available for pick-up).

### APPLICANT INFORMATION

**Applicant's Name:** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Registered Landowner's Name:** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicant's interest in the proposed development if not the registered owner:

- Agent     Contractor     Tenant     Other: \_\_\_\_\_

### PROPERTY INFORMATION

Municipal Address: \_\_\_\_\_

Legal Description: Plan \_\_\_\_\_ Block \_\_\_\_\_ Lot(s)/Unit \_\_\_\_\_

Parcel Size: \_\_\_\_\_  m<sup>2</sup>  sq. ft.    Land Use District: \_\_\_\_\_

Existing use/development on the property: \_\_\_\_\_

\_\_\_\_\_

**DEVELOPMENT INFORMATION**

**This application is to:** (Check all that apply)

- Construct a new building for:     
  Alter an existing building:     
  Change in or Intensification of use  
      Commercial Use                     
      Addition  
      Industrial Use                     
      Interior Renovation  
      Institutional/Recreational Use     
      Mixed-use development

**Describe the proposed use, any changes from existing use, and any work to be done.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BUILDING DETAILS**

Size/Dimensions	Principal Building or Addition	Accessory Building/ Structure	Office Use
Building Size	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> sq. ft	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> sq. ft	
Height of Building (grade to peak)	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
<b>Proposed Setbacks from Property Lines</b>			
Front	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Rear	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Side	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Side	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Parcel Type:	<input type="checkbox"/> Interior Lot <input type="checkbox"/> Corner Lot		

Please indicate the water and sewer requirements for the proposed development (check all that may apply):

- Washroom/kitchen type facilities for staff     
  Processing/manufacturing process  
 Washroom/food service facilities for public     
  Food processing  
 Car/truck wash     
  Other: \_\_\_\_\_  
 No water/sewer services required

**SITE LAYOUT**

Is outdoor storage or a display area required or proposed?     No     Yes

Is a dedicated loading space/area proposed?     No     Yes

Is a drive-through component proposed which required a dedicated vehicle-stacking lane?     No     Yes

Off-street Parking Spaces (number and size): \_\_\_\_\_

Proposed Fencing and Height: \_\_\_\_\_

Proposed Landscaping: \_\_\_\_\_

**WAIVERS**

Is a waiver (variance) to one or more standards in the Land Use Bylaw being requested?     No     Yes

If yes, please specify: \_\_\_\_\_

**PROJECT DETAILS**

Construction Costs: \_\_\_\_\_ Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

**ABANDONED WELL INFORMATION**

The applicant acknowledges that there are no abandoned wells within the limits of the Town of Coalhurst and as such there are no abandoned wells in the proposed project area pertaining to this Development Permit application.

**Applicant's Initials:** \_\_\_\_\_

**DECLARATION OF APPLICANT**

I/We have read and understand the terms noted below and hereby apply for a Development Permit to carry out the development described within this application including any attached plans, and supplementary forms and documents. The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Development Permit. **I/We hereby certify that the registered owner of the land is aware of, and in agreement with this application.**

I also consent to an authorized person designated by the municipality to enter upon the subject land and building(s) for the purpose of an inspection during the processing of this application.

*IMPORTANT: This information may also be shared with appropriate government/other agencies and may also be kept on file by those agencies. The application and related file contents will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP).*

Date: \_\_\_\_\_ **Applicant's Signature:** \_\_\_\_\_

**Registered Owner's Signature:** \_\_\_\_\_  
(Required, if different from applicant)

1. The Development Authority may deem a Development Permit application incomplete if any of the application requirements are incomplete or the quality of the information is deemed inadequate to properly evaluate the application.
2. Plans, drawings, and any additional documentation deemed to be required to enable adequate consideration of the application, must be submitted with this application.
3. Although the Development Officer is in a position to advise applicants of the process and requirements of the development application, such advice must not be taken as official consent, and is without prejudice to the decision in connection with the formal application.
4. Any development started before the issuance of a Development Permit and expiration of the appeal period is at the applicant's own risk and subject to a fine as per the Town of Coalhurst's *Zero Tolerance For Starting Development Without The Benefit Of A Development Permit Policy*.
5. If a decision is not made within 40 days from the date the application is deemed complete, or within such longer period as the applicant may approve in writing, the applicant may deem the application to be refused. The applicant may exercise his/her right of appeal as though s/he had been mailed a refusal at the end of the 40-day period.
6. A Development Permit does not constitute a building permit or approval from any provincial or federal department. Construction undertaken subsequent to approval of this Development Permit application may be regulated by the Alberta Safety Codes. The applicant/owner/developer assumes all responsibilities pertaining to construction plan submissions, approval and inspections as may be required by the appropriate provincial body. The applicant is responsible for determining and obtaining any other applicable provincial and federal approvals prior to commencement.