

<b>TOWN OF COALHURST POLICY &amp; PROCEDURE MANUAL</b>	<b>SECTION: <i>DEVELOPMENT</i></b>
<b>POLICY: <i>DEVELOPMENT PERMITS</i></b>	<b>POLICY NUMBER: <i>66-02-02</i></b>

**PURPOSE**

To establish procedures related to Development Permits

**ADMINISTRATION POLICY (PROCEDURES)**

1. Development Permit approval
  - When an "Application for a Development Permit" is received at the Town Office, the office staff is responsible for the collection of all fees (e.g. Development Application Fee, cost of Water Meter, etc.). The next consecutive number will be assigned. The application will be forwarded to the Development Officer (D/O) along with a copy of the "Preliminary Condition Report".
  - The D/O is responsible for processing applications for a Development Permit in accordance with the Land Use Bylaw.
  - A "Notice of Decision on Application for a Development Permit" will be completed by the D/O with or without conditions. The original will be forwarded to the applicant and a copy posted on the bulletin board in the Town Office. If the decision was part of the discretionary powers process a copy of the decision will be sent to all adjacent landowners notified of the application as well as posted in the Town Office.
  - A copy of the Notice of Decision will be attached to the Development Permit.
  - The developer will be supplied with a list of Building Inspection Agencies from whom a building permit will be obtained.
  - A copy of the Building Permit must be filed with the D/O prior to commencement of construction.
  - Originals of all applications and copies of all notices and receipts are to be stapled together and kept in numeric order in a file in the Town Office along with any related correspondence.
  
2. Inspection of development site
  - Before issuing a Development Permit the D/O will inspect the site of the proposed development to determine if a "*Preliminary Condition Report*" will be required. If the report is not required, the D/O will complete the Exemption portion of the report and attach it to the Development Permit application.
  - The D/O will arrange to meet with the owner of the property when completing an inspection report. A formal inspection will be done of the public utilities and works on the property described in the Development Permit application, and on the immediately adjacent property. Photographs will be taken, when necessary.
  - The D/O will complete the Preliminary Condition Report immediately after the inspection.
  - The owner will be given a copy of the Preliminary Development Report with the approved Development Permit.

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- After completion of the development the D/O will meet with the owner of the property and complete the Final Inspection Report. Any damage to Public Utilities or Works not documented on the Preliminary Condition Report is to be noted on the Final Inspection Report and photographs taken. The owner will be asked to sign the report. Should the owner refuse to sign the Final Inspection Report the D/O will complete an affidavit attesting to its accuracy.
- The D/O will estimate, as soon as possible, the cost of repair or replacement of the damaged Public Utility or Works and forward a copy of the completed form including the estimate to the owner requesting payment.
- If payment is not received within 30 days, the owner will be notified that the work will be undertaken by the Town and the cost charged to the property tax roll.

3. Water Meters

- The cost of the water meter, either residential or non-residential, plus an administration fee of \$100.00 and a \$500.00 refundable deposit, will be added to the cost of the Development Permit on all new construction. The refundable deposit will be used to ensure that the water meter is installed at the correct time.
- No Development Permit will be issued until all fees are paid in full.
- Curb stops can only be turned on for pressure testing and then turned back off until the Town has been contacted and a meter is installed.
- Water meters **MUST** be installed once structural construction is completed and **BEFORE** any landscaping is installed.
- In determining the cost of the water meter the latest billing from the supplier will be used.
- Replacement cost of a broken or a damaged water meter is the responsibility of the Town, other than if caused by negligence or tampering on the part of the owner/resident. When applicable, meters will be replaced in accordance with the manufacturer's warranty.
- Wherever possible, water read-outs are to be located in the front of the property.

4. Developer's Responsibility

- The developer is responsible for all costs arising in connection with a development application.
- The CAO and/or DO will estimate the cost of the procedure and a deposit will be required from the developer to cover the estimate.
- The Town will either proceed with the work or require the developer to complete the work. The Town will have sole discretion over who performs the work.
- If the Town does the work, a rebate of any portion of the deposit not used in completing the project will be refunded to the developer.
- If the developer does the work, the deposit will be refunded with interest as soon as possible, after the work has passed inspection.

FORMS:

See Town of Coalhurst Land Use Bylaw No. 354-12

**Revision #5 – March 10, 2009**  
**Revision #6 – February 9, 2016**  
**Revision #7 – August 9, 2022**