

APPLICATION REQUIREMENTS

1. Applications are **NOT** considered complete until **ALL** of the required information has been provided. Please ensure that you have completed the application form accurately and clearly and enclosed payment. Lack of information may delay consideration of your application.
2. Incomplete applications, including unpaid applications will be held for 30 days for submission of additional documentation. After 30 days the application will be disposed of.
3. Should additional information be required, you will be contacted directly by the Planning and Development Department via phone, email, fax or regular mail.
4. You will be notified of the decision by written notification letter including any conditions you must complete.
5. Fees can be paid by credit card via the County's secure payment portal at LSAC.ca/payments, or in person at the County Administration Office located at 56521 Rge Rd 65 (1.5km east of Sangudo).
6. If the property is owned by more than one landowner, **ALL** landowners must be listed on page 3 (Applicant/Agent Information) and must sign the application where indicated on page 7.
7. It is the applicant's responsibility to ensure all pages are received by the department. If sending by fax, please check your fax confirmation that the correct number of pages sent was received.

A question that is commonly asked of our department: "How long does it take from start to finish for my application to be processed?"

1. Please be aware that a decision can take up to 40 days from a completed application as per our Land Use Bylaw. However, depending on the nature of the application, permits may be issued sooner.
2. Permits are reviewed and processed as they are received.
3. Discretionary permits may take the complete 40 days to reach a decision as adjacent landowners may need to be notified. Please ensure that the Time Extension Agreement has been completed.
4. Discretionary permits require Municipal Planning Commission (MPC) approval. These meetings are typically held the first Wednesday of the month.

Please note: Any documentation/information (including personal information) required for processing an application will become public once submitted to Municipal Planning Commission (MPC) or the respective development authority for review and processing.

NOTES

1. All development permits issued by Lac Ste. Anne County will require a blanket drainage easement to be placed on title with exception to those parcels that have an approved stormwater plan. If a site specific easement is preferred, please note this in your application.
2. Developmental changes such as structural size, material quality, and completion of progressive homes under construction are just some factors that affect the market value and will cause assessments to increase. If this applies to your property, you may want to make higher monthly payments earlier in the year to accommodate for potential tax increases on your next tax notice.
3. Any development permit application for construction of an accessory building prior to the construction of the main building or use (residence) becomes a discretionary permit application. Therefore the application must be presented to Municipal Planning Commission (MPC) for approval. A detailed description of the building and use must accompany the permit application. The processing time for discretionary permit applications can be 3 to 6 weeks.

FOR OFFICE USE ONLY

Permit no.: _____ Tax roll no.: _____ Receipt no.: _____

I hereby make application for a development permit in accordance with the plans and supporting information submitted herewith.

Incomplete Applications will not be accepted. If an incomplete application is submitted by mail the application will be sent back for further information.

APPLICANT/AGENT INFORMATION

Full name of Applicant: _____

Mailing address: _____

City: _____ Province: _____ Postal code: _____

Tel: _____ Cel: _____ Email: _____

Please note: By providing your email address above, you are hereby consenting to receiving correspondence (including decision) solely by email in relation to this application.

Full name of Landowner: _____

Mailing address: _____

City: _____ Province: _____ Postal code: _____

Tel: _____ Cel: _____ Email: _____

LAND INFORMATION

Lot: _____ Block: _____ Plan: _____ Subdivision/Hamlet: _____

Rural address: _____ Division: 1 2 3 4 5 6 7

Quarter: _____ Section: _____ Township: _____ Range: _____ West of 5th meridian

Existing use of land: _____ Parcel size: _____ Acres/Ha

PROPOSED DEVELOPMENT

Commercial	Industrial	Intensive Livestock Operation
(Major) Home Business	(Minor) Home Business	Other (Specify) _____

Existing building and present use: _____

Estimated cost of project: _____

Start date: _____ Estimated completion date: _____

IS THE DEVELOPMENT WITHIN ½ MILE OF ANY OF THE FOLLOWING

- | | | |
|---|-----|----|
| 1. Is the subject property near a steep slope (exceeding 15%)? | YES | NO |
| 2. Is the subject property within 0.5 mile (0.8km) or bounded by a body of water (river, stream, watercourse, lake or other permanent body of water, or a canal or drainage ditch)? | YES | NO |
| If YES, state its name _____ | | |
| 3. Is the subject property within 0.5 mile (0.8km) of the right-of-way of a highway? | YES | NO |
| If YES, the highway no. is _____ | | |
| 4. Is the subject property within 0.5 mile (0.8km) of a sour gas facility? | YES | NO |
| 5. Is the subject property within 0.5 mile (0.8km) of a pipeline? | YES | NO |
| 6. Is the subject property within 0.5 mile (0.8km) of an oil facility? | YES | NO |
| 7. Is the subject property within 0.5 mile (0.8km) of land that is or has been used as a municipal landfill for the disposal of garbage or refuse? | YES | NO |
| 8. Is the subject property within 0.5 mile (0.8km) of land that is or has been used as a municipal sewage treatment facility or sewage lagoon? | YES | NO |
| 9. Has the land had a history of flooding? | YES | NO |
| 10. Is the subject property immediately adjacent to the municipal boundary? | YES | NO |
| If YES, the adjoining municipality is _____ | | |

REGULATORY REQUIREMENTS FOR SURFACE DEVELOPMENT IN PROXIMITY TO ABANDONED WELLS

New subdivision applications, except for lot line adjustments, must include documentation from the Energy Resources Conservation Board (ERCB) identifying the presence or absence of abandoned wells.

1. Obtain the information from ERCB’s Abandoned Well Viewer available on the ERCB Website www.aer.ca
2. Abandoned well Information Included: **YES** **NO**

If **NO**, why not: _____

If an abandoned gas or oil well is identified on the land that is subject (the quarter section) of the subdivision application, the applicant must include a map that shows the actual well location, as identified in the field, and the setback established in ERCB Directive 079 in relation to existing or proposed building sites.

To obtain clarification about the information provided by the Abandoned Well Viewer, or if you do not have internet access, contact ERCB Customer Contact Centre by Telephone at 1-855-297-8311 or by email at inquires@aer.ca or contact Information Services by mail at ERCB, Suite 1000, 250 – 5 Street SW, Calgary, AB T2P 0R4.

BUSINESS DETAILS

1. Describe the nature of the business.

2. What building(s) will the business be operated from?

3. Number of people employed: _____

4. Hours of operation: _____ Days of operation: S M T W T F S

5. What vehicles will be associated with the business (include type and size)?

6. Describe advertising details (e.g.: signs).

7. Indicate the number of expected customers/clients (day/week/month/year): _____

8. Indicate where materials associated with the business will be stored.

9. Lac Ste. Anne County may post my business name, category and contact information on the County website LSAC.ca and/or its local business directory shopthecounty.ca: YES NO

10. Provide any additional information/comments.

Applicant(s) signature

Application date

APPLICANT DECLARATION

I hereby make application for a Commercial/Industrial/Home Based Business Development Permit in accordance with the plans and supporting information submitted herewith; I will meet all the following conditions and requirements listed below:

I hereby give my consent to allow any authorized person, pursuant to Section 542 of the *Municipal Government Act*, the right to enter the land and/or building(s) with respect to this application or potential verification of permit conditions arising from this application.

I hereby acknowledge that if this permit is issued I may be required to place a drainage easement on my property.

<i>Applicant(s) signature</i>	<i>Registered landowner signature</i>	<i>Application date</i>
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Please complete if there are multiple landowners:

I, <i>[name of registered owner]</i>	AFFIRM THAT I AM THE REGISTERED OWNER	<i>[date]</i>
I, <i>[name of registered owner]</i>	AFFIRM THAT I AM THE REGISTERED OWNER	<i>[date]</i>
I, <i>[name of registered owner]</i>	AFFIRM THAT I AM THE REGISTERED OWNER	<i>[date]</i>
I, <i>[name of registered owner]</i>	AFFIRM THAT I AM THE REGISTERED OWNER	<i>[date]</i>

Please note: The personal information provided will be used to process the Development Permit application and is collected under the authority of Section 642 of the *Municipal Government Act*. Personal information provided may be recorded in the minutes of the Municipal Planning Commission, or otherwise made public pursuant to the provisions of the *Freedom of Information and Protection of Privacy (FOIP) Act*, including Sections 39 through 42 therein.

Any documentation/information (including personal information) required for processing an application will become public once submitted to the Municipal Planning Commission or Development Authority for review and processing.

AUTHORIZATION FORM

Agent acting on behalf of a registered owner

I/We, *[name of registered owner]*, being the registered owner(s) of *[legal land description]*, do hereby authorize *[individual or firm making application]* to make application for subdivision on the above mentioned property.

<i>Registered landowner signature</i>	<i>Registered landowner signature</i>	<i>Application date</i>
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COMMERCIAL/INDUSTRIAL/HOME-BASED BUSINESS DEVELOPMENT PERMIT FEE SCHEDULE

Business licence (new application)	\$	100.00
Business licence (annual renewal)	\$	50.00
Discretionary use (including residential; residential accessory with variance request to setback or oversize structures; commercial; home occupation; and home-based business permits)	\$	250.00
Light Industrial (e.g.: auto sales lot, restaurant, liquor store, kennel)	\$	410.00
Heavy Industrial (e.g.: industrial plant, processing facility, aggregate processing)	\$	5,000.00
Intensive Livestock Operations	\$	200.00

A current (within 14 days of today's date) certificate of title must accompany this application. If you are unable to supply a current title, a \$20 charge will apply. In addition to the fees specified above, the applicant is responsible for all reasonable fees and expenses incurred by the County in review of this application, including but not limited to consultant fees.

Fees can be paid by credit card via the County's secure payment portal at LSAC.ca/payments, or in person at the County Administration Office located at 56521 Rge Rd 65 (1.5km east of Sangudo).

The penalty for starting a development without a permit is triple the regular fee.

ADDITIONAL DOCUMENTATION, SCHEDULES OR REPORTS

Please note: You may be required to submit some or all of the following, depending on the nature of the application.

FOR OFFICE USE ONLY			
Adjacent landowner notification	<input type="checkbox"/>	<input type="checkbox"/>	
Area structure plan	<input type="checkbox"/>	<input type="checkbox"/>	
Biophysical assessment	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental site assessment	<input type="checkbox"/>	<input type="checkbox"/>	
Full/partial professional involvement	<input type="checkbox"/>	<input type="checkbox"/>	
Geotechnical report	<input type="checkbox"/>	<input type="checkbox"/>	
	REQUIRED	SUBMITTED	
Hydrogeological report	<input type="checkbox"/>	<input type="checkbox"/>	
Landscaping plan	<input type="checkbox"/>	<input type="checkbox"/>	
Master sign plan	<input type="checkbox"/>	<input type="checkbox"/>	
Parking plan	<input type="checkbox"/>	<input type="checkbox"/>	
Stormwater management plan	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic impact assessment	<input type="checkbox"/>	<input type="checkbox"/>	
	REQUIRED	SUBMITTED	

The personal information you provide will be used to process this application, and is collected under the authority of Section 642 of the *Municipal Government Act*. Personal information provided may be recorded in the minutes of Municipal Planning Commission meetings, or otherwise made public pursuant to the provisions of the *Freedom of Information and Protection of Privacy (FOIP) Act*, including sections 39 through 42 therein. For details on the collection, use or disclosure of this information, please contact the County FOIP Coordinator at the address below.