

## APPLICATION REQUIREMENTS

If you are building in a subdivision, please check the Planning & Development section of the Lac Ste. Anne County website to review requirements. Some subdivisions may have different guidelines than others.

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. Modular, Manufactured (Mobile) Home – indicate size and year; include photographs of all four (4) sides and floor plan and must be no more than 20 years of age at the time of application.
3. Moved in House – indicate size and year; include photographs of all four (4) sides and floor plan.
4. 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.
5. Should additional information be required, you will be contacted directly by the Planning and Development Department via phone, email, fax or regular mail.
6. You will be notified of the decision by written notification letter including any conditions you must complete.
7. You may pay the fee by cheque, cash, debit, Visa or MasterCard (see page 13).
8. 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 9.
9. 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.
10. A current (within 14 days of today's date) Certificate of Title must be submitted with this application. If you are unable to supply a current title, an additional charge of \$20 will apply.

### **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 Development Authority for review and processing.

## NOTES

1. The applicant may be required to sign a letter of undertaking (agreement) and post security in the form of an irrevocable letter of credit or cash in the amount of \$4000.00 for a residence, \$2000.00 for a single wide manufactured (mobile) home or \$1500.00 for any other structure greater than 27.87 m<sup>2</sup> (300 ft<sup>2</sup>) prior to the issuance of a permit and the building being moved on site. This security will ensure that any required modification to the design siting, finishing, and cladding of the relocated building are completed. The funds paid shall be held by Lac Ste. Anne County in a non-interest bearing account and shall be refunded upon notification of the completed structure; the Development Authority will inspect the site to determine compliance.

If work is not done to the County's satisfaction, Administration shall be at the liberty to use the security to have the work completed to bring the building into compliance.

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.
4. Please note 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.

**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**

Breeding kennel       Boarding kennel       Grooming business       Obedience lessons/training

Other (please specify) \_\_\_\_\_

**DESCRIBE THE PROPOSED DEVELOPMENT**

**Please note:** A separate development permit application is required for garages and shops.

Building Description <i>(i.e.: house; garage; shed; deck; basement)</i>	Building size <i>(m / ft. x m / ft.)</i>	Area <i>(sq. m / sq. ft.)</i>	Wall height <i>(m / ft)</i>
Main floor			
2nd floor			
Basement			
Deck			
Variance Request Description <i>(e.g.: front yard)</i>	Required 25.0 m	Requested 20.0 m	Variance of 5.0 m

Estimated cost of project: \_\_\_\_\_

Start date: \_\_\_\_\_

Estimated completion date: \_\_\_\_\_

**COMMERCIAL KENNEL DETAILS**

1. Describe the nature of the business.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. What are your plans for pens, room, exercise runs and holding stalls?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. How will the structures be soundproofed (pens, rooms, exercise runs, and holding stalls)? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COMMERCIAL KENNEL DETAILS (CONT.)**

4. What are your plans for fencing exterior exercise areas (runs) {minimum height of 1.8 m (5.90 ft.)}?

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5. What are your plans for all dog facilities to be visually screened from existing dwellings on adjoining lots?

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6. Where is the waste from these dogs going to be located?

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7. Provide details of dogs on property.

Breed of dog	Sex of dog	Age of Dog

8. Number of people employed: \_\_\_\_\_

9. Hours of operation: \_\_\_\_\_ Days of operation: S M T W T F S

**COMMERCIAL KENNEL DETAILS (CONT.)**

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

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

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12. Indicate the number of expected customers/clients (day/week/month/year): \_\_\_\_\_

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

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

15. Provide any additional information/comments.

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**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](http://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](mailto:inquires@ aer.ca) or contact Information Services by mail at ERCB, Suite 1000, 250 – 5 Street SW, Calgary, AB T2P 0R4.





**APPLICANT DECLARATION**

I hereby make application for a Kennel Permit in accordance with the plans and supporting information submitted herewith; I will meet all the following conditions and requirements listed below:

1. The number of dogs on the premises shall not exceed the number permitted as indicated on the permit.
2. All dogs kept on premises must be housed in such a manner as to not cause nuisance to neighbours.
3. Prior application shall be made to the Development Authority before any changes (i.e.: dog breeds) are undertaken that affect the terms and conditions under which the license is issued.
4. A license may be subject to such terms, conditions and restrictions as the Development Authority may from time to time consider necessary to impose and any breach of the conditions may result in the license being revoked.
5. Licenses are not transferable between properties.
6. The signing of this application form authorizes Lac Ste. Anne Animal Control and/or Bylaw Officer(s) to inspect the conditions on my property as required.
7. 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.
8. 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.



**CONSENT OF ADJOINING NEIGHBOURS**

The above property owner seeks to keep a Kennel/Breeding facility on the property listed herein. Please sign below if you have no objections to the Kennel/Breeding facility being housed at the described property.

Name of neighbour: \_\_\_\_\_

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

Legal land description: \_\_\_\_\_ Tel: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

Name of neighbour: \_\_\_\_\_

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

Legal land description: \_\_\_\_\_ Tel: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

Name of neighbour: \_\_\_\_\_

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

Legal land description: \_\_\_\_\_ Tel: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

Name of neighbour: \_\_\_\_\_

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

Legal land description: \_\_\_\_\_ Tel: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

Name of neighbour: \_\_\_\_\_

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

Legal land description: \_\_\_\_\_ Tel: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

**DEVELOPMENT PERMIT FEE SCHEDULE**

Discretionary (kennel)	\$	250.00
Business license (annual)	\$	50.00

In addition to the development permit application fees specified in this schedule, the applicant is responsible for all reasonable fees and expenses incurred by the County in reviewing the development permit application, including but not limited to consultant fees.

A current (within 14 days of today's date) Certificate of Title must be submitted with this application. If you are unable to supply a current title, an additional charge of \$20 will apply.

**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"/>	Hydrogeological report	<input type="checkbox"/>	<input type="checkbox"/>
Area structure plan	<input type="checkbox"/>	<input type="checkbox"/>	Landscaping plan	<input type="checkbox"/>	<input type="checkbox"/>
Biophysical assessment	<input type="checkbox"/>	<input type="checkbox"/>	Master sign plan	<input type="checkbox"/>	<input type="checkbox"/>
Environmental site assessment	<input type="checkbox"/>	<input type="checkbox"/>	Parking plan	<input type="checkbox"/>	<input type="checkbox"/>
Full / partial professional involvement	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater management plan	<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical report	<input type="checkbox"/>	<input type="checkbox"/>	Traffic impact assessment	<input type="checkbox"/>	<input type="checkbox"/>
	<b>REQUIRED</b>	<b>SUBMITTED</b>		<b>REQUIRED</b>	<b>SUBMITTED</b>

PRINT

SAVE

CLOSE

**FOR OFFICE USE ONLY**

Date received (m/d/y): \_\_\_\_\_ Receipt no.: \_\_\_\_\_

Authorized County personnel: \_\_\_\_\_

**PAYMENT AUTHORIZATION**

Service description: \_\_\_\_\_

AMOUNT \$: \_\_\_\_\_

**CREDIT CARD AUTHORIZATION**

**FOR OFFICE USE ONLY**

Payment method:  Visa  MasterCard  Interac  Cash  Cheque

Credit card no.: \_\_\_\_\_ Expiry date: \_\_\_\_\_ CVC: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_ Signature of Cardholder: \_\_\_\_\_

*NOTE: If you plan to submit this application via email, **do not** provide your credit card details. Payment information will be requested by a County representative at the time of processing, and then securely destroyed.*

This personal information is being collected in accordance with section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act*. If you have any questions about the collection, use or disclosure of this personal information, please contact Lac Ste. Anne County FOIP Coordinator at the address below.

Box 219, Sangudo AB T0E 2A0  
T 780.785.3411 TF 1.866.880.5722 F 780.785.2985 E DEVASSISTANT@LSAC.ca [www.LSAC.ca](http://www.LSAC.ca)