

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 9).
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 7.
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.

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

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 m² (300 ft²) 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: _____

Full name of Landowner: _____

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.

Mailing address: _____

City: _____ Province: _____ Postal code: _____

Tel: _____ Cel: _____ Email: _____

LAND INFORMATION

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

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

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

Zoning: _____ Use: _____ Parcel size: _____ Acres/Ha

PROPOSED DEVELOPMENT *(require all new building sizes and wall height)*

- | | | | |
|---|-------------|-------------------------------|---|
| Accessory building
<i>(shed or shipping container)</i> | Addition | Additional residence | As built
<i>(existing without permits)</i> |
| Basement | Deck/stairs | Garage (attached) | Garage (detached) |
| Manufactured/mobile home
<i>(not more than 20 years old)</i> | Micro home | Renovation | Stick built/modular/cabin |
| Recreational vehicle(s) specify quantity: _____ | | Other (please specify): _____ | |

Type of foundation the structure will be placed on: _____

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DESCRIBE THE PROPOSED DEVELOPMENT

Please note that 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			
Garage/shop <i>(note: detached requires separate permit)</i>			

Variance Request Description <i>(i.e.: 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: _____

MANUFACTURED (MOBILE) HOME INFORMATION

Model: _____ Year: _____ Serial number: _____

Length: _____ Width: _____ Height: _____ Width of eaves: _____

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 Alberta T2P 0R4.

APPLICANT DECLARATION

I hereby make application for a 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.

_____ Applicant(s) signature Registered landowner signature Application date

Please complete if there are multiple landowners:

I, _____ *[name of registered owner]* AFFIRM THAT I AM THE REGISTERED OWNER _____ *[date]*
 I, _____ *[name of registered owner]* AFFIRM THAT I AM THE REGISTERED OWNER _____ *[date]*
 I, _____ *[name of registered owner]* AFFIRM THAT I AM THE REGISTERED OWNER _____ *[date]*
 I, _____ *[name of registered owner]* AFFIRM THAT I AM THE REGISTERED OWNER _____ *[date]*

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

TIME EXTENSION AGREEMENT

I, _____ *[name of applicant or registered owner]* agree to enter into an agreement with Lac Ste. Anne County to extend the legislated development processing time limit for a period for 30 days (70 days instead of 40 days) for decision.

_____ Applicant(s) signature Applicant(s) signature Application date

AUTHORIZATION FORM

Agent acting on behalf of a registered owner

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

_____ Registered landowner signature Registered landowner signature Application date

DEVELOPMENT PERMIT FEE SCHEDULE

Business license (annual)	\$ 50.00
Residential	\$ 200.00
Residential accessory (garages, decks, sheds)	\$ 160.00
Intensive livestock operations	\$ 200.00
Home occupation / home-based business	\$ 110.00
Gravel pit / granular extraction of any kind	\$ 50,000.00
Discretionary permits (including residential, and residential accessory with a variance request to setback or oversize structures)	\$ 250.00
Re-application of a gravel pit / granular extraction of any kind	\$ 15,000.00
Commercial (i.e.: auto sales lot, restaurant, liquor store, kennel)	\$ 310.00
Gravel pit / granular extraction annual site inspection	\$ 2,000.00
Heavy industrial (i.e.: industrial plant, processing facility, aggregate processing)	\$ 5,000.00
Light industrial (i.e.: tank farm, salvage yard)	\$ 410.00
Permit to demolish a structure	\$ 175.00
Amendment to Development Permit Application (non-aggregate)	\$ 100.00

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. 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.

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"/>
	REQUIRED	SUBMITTED		REQUIRED	SUBMITTED

PRINT

SAVE

CLOSE

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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 the Lac Ste. Anne County FOIP Coordinator at the address below.