



DATE RECEIVED

PLANNING & DEVELOPMENT SERVICES

4938-50th Ave P.O. Box 350
Rimbey, Alberta
T0C 2J0
403-383-2366 or 403-843-2113
www.rimbey.com; Email: liz@rimbey.com

DEVELOPMENT PERMIT APPLICATION INFORMATION PACKAGE

INFORMATION AND CHECKLIST REQUIREMENTS

A development permit is to ensure the proposed development is compliant in accordance with Town of Rimbey's Land Use Bylaw. A building permit approves the applicant for the structure(s) being built in accordance with the Alberta Building Code and Safety Code Act of Alberta.

Required Information Checklist

- Application Form
Signatures of all Registered Landowners
Site Plan - Please see pg. 4 for requirements.
Building Plans - 1 copy (i.e., floor plan, elevations including all dimensions)
Landowner Authorization - if applicable
Statutory Declaration Form - if applicable
Site Access Application - if applicable
Rural Address Application - if applicable
Storm Water Management Plan, Landscaping Plan & Letters of Credit - if applicable
Application Fee - \$70.00 - Permitted Development Permit
\$150.00 - Discretionary Permit
\$200.00 - Variance
\$3000.00 - Security Deposit - \$3000.00 minimum or 1% of construction up to 1,000,000.00 + \$1.50/\$1000.00 of construction value over 1,000,000.00.

Please be advised that additional information may be required by the Development Authority

Applicant Name: Signature: Date:

IMPORTANT INFORMATION

- An application is not complete until a development officer has deemed it so.
The Development Authority has 40 days to render a decision upon receipt of this application.
Colour renderings are required for all sign, industrial, commercial, and institutional developments.
In consideration of any permit issued in respect to this application, the Applicant shall indemnify and hold harmless Town of Rimbey, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly from anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized.
Any development or changes to your property may affect your property assessment and taxes. If you have any questions or concerns, please call the Town of Rimbey at 403-843-2113.

ADDITIONAL PERMIT REQUIREMENTS

Please be advised that your development project may require approvals and permits other than those issued by the Town of Rimbey. Approval may be required from the following agencies, but are not limited to:

- Alberta Environment
Alberta Energy and Utilities Board
Alberta Infrastructure & Transportation
Alberta Health Services
National Resources Conservation Board (NRCB)
Petroleum Tank Management Association of Alberta
Alberta Agriculture
Other agencies as required

It is the applicant's responsibility to obtain any necessary permits as Planning & Development Services may require copies. All projects should commence with consideration of the Homeowners FireSmart Guidelines and the Provincial Fire Code.

Property owners can obtain information regarding utilities, well, pipeline etc., that may be located on, over or below their property by contacting Alberta Energy Regulator Toll Free at 1.855.297.8311 or visit the website: www.aer.ca.



DEVELOPMENT PERMIT APPLICATION

Permit Applicant: [ ] Owner [ ] Applicant

Applicant Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Landowner Name

(If Applicant is not the landowner provide landowner authorization): \_\_\_\_\_

PLEASE NOTE: When your permit is ready, you will receive an electronic copy and a hard copy will follow in the mail. Please contact the Planning and Development Desk if you require more information.

SECTION B - SITE INFORMATION

Street/Rural Address: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

Legal Subdivision: Part of: [ ] NE [ ] NW [ ] SE [ ] SW 1/4 Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ West of: \_\_\_\_\_ M

Land Use District: \_\_\_\_\_ Parcel Size: \_\_\_\_\_ [ ] Ha [ ] Acres ROLL # \_\_\_\_\_

SECTION C - DEVELOPMENT DETAILS

[ ] Residential [ ] Commercial/ Industrial/ Institutional Is demolition required? Yes [ ] No [ ]

Describe the proposed development (i.e., single family dwelling, accessory building, demolition, etc.):

Four horizontal lines for describing the proposed development.

Existing buildings & present use: \_\_\_\_\_

Approx Value of Proposed Development: \$ \_\_\_\_\_ Size: \_\_\_\_\_ [ ] Sq ft. [ ] Sq m.

If the development is a Manufactured home, please provide the following (Please Note: If manufactured home is greater than 5 years old, provide pictures):

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ CSA/CAN #: \_\_\_\_\_ Year: \_\_\_\_\_

SECTION D - GEOGRAPHIC INFORMATION

Are any of the following within 1/2 mile of the proposed development?

- List of geographic features with Yes/No checkboxes: Landfill or garbage disposal site, Sewage treatment plant or lagoon, River or water body, Slopes of 15% or greater, Confined livestock operation, Multi lot residential subdivision, Provincial Highway, Sour gas well, pipeline & abandoned wells.



**SECTION F - HOME BUSINESS OPERATION DETAILS**

The home business shall be in accordance with the Land Use Bylaw 917/16 and will be reviewed to ensure the scale and intensity is appropriate for the character of the neighborhood and that it is complementary and compatible with adjacent land uses.

For all non-residential developments (i.e., COMMERCIAL, INDUSTRIAL, HOME BUSINESS MAJOR OR MINOR, etc.) please provide the following additional information.

Describe the business operation:

Business Name:

Office Location:

**HOME BUSINESS ADVERTISING / MARKETING / SIGNAGE**

Will the business be advertises / marketed / have a sign?  Yes  No

Advertising / Marketing / Signage details:

**HOME BUSINESS TRAFFIC**

Will the development generate additional traffic to the business / home?  Yes  No

Traffic Details:

**HOME BUSINESS STAFFING & VEHICLES**

How many people will your business employ? \_\_\_\_\_ Residential employees  
\_\_\_\_\_ Non-residential employees

How many vehicles will be directly associated with the business? \_\_\_\_\_

**HOME BUSINESS OUTDOOR STORAGE**

Will there be outdoor storage?  Yes  No

Will it be visible from the road?  Yes  No

Outdoor storage screening / securing details:



1. All site plans must indicate all buildings and signs and provide the distance measurements **from all property boundaries** as well as distances **between** all existing and proposed structures and the property lines (i.e., from the closest point of structure to closest point of another structure and/or property lines).
2. **All site plans must indicate abandoned pipelines and oil and gas wells if they exist on the subject property as well as the required set back distances.**
3. Your site plan must include the location of all roads and/or road allowances. Show the location of the access to your property.
4. Include location of existing shelterbelts, septic systems, utility lines, watercourses, steep slopes, or any other feature used to determine the location of the proposed development.
5. Measurements must be recorded in either metres or feet. Other units will not be accepted. (ie: centimetres)
6. All Site Plans may be hand drawn; however, it **must** be legible and to a scale that is satisfactory to the development officer.

**SECTION G – FINAL AUTHORIZATION**

By submitting an application for development, I am allowing the right of entry for inspection purposes. I hereby make application and acknowledge all plans and information submitted are, to the best of my knowledge, true and accurate.

Applicant's Name (print) _____	Applicant's Signature _____	Date _____
Owner Name _____	Owner Signature _____	Date _____
Owner Name _____	Owner Signature _____	Date _____

**PAYMENT INFORMATION**

Cash    Debit    Credit Card    Cheque No.: \_\_\_\_\_    Please call for payment (credit card only)

Credit Card No.: \_\_\_\_\_   Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_   Signature of Card Holder: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received: _____	File Number: _____	Legal File No.: _____
Application Fee: _____ <input type="checkbox"/> <input type="checkbox"/>	_____	Linc No.: _____
Roll No.: _____ <input type="checkbox"/> <input type="checkbox"/>	Receipt No.: _____	Region: _____ Division: _____

**Please Note:** The personal information provided as part of this application is collected under section 39 of the Safety Codes Act and sections 303 and 295 of the Municipal Government Act and in accordance with section 32(c) of the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the Chief Administrative Officer/ Development Officer at the Town of Rimbey.