



DATE RECEIVED
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**PLANNING & DEVELOPMENT SERVICES**

4938-50<sup>th</sup> 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**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Application Form   |
| <input type="checkbox"/> | <input type="checkbox"/> | Signatures of all Registered Landowners  |
| <input type="checkbox"/> | <input type="checkbox"/> | Abandoned Oil / Gas Well Information – <b>required with all applications</b> , See pg. 2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Plan – Please see pg. 5 for requirements and sample                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Building Plans – 1 copy (i.e., floor plan, elevations including all dimensions)          |
| <input type="checkbox"/> | <input type="checkbox"/> | Landowner Authorization – if applicable  |
| <input type="checkbox"/> | <input type="checkbox"/> | Statutory Declaration Form – if applicable – see   |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Access Application – if applicable  |
| <input type="checkbox"/> | <input type="checkbox"/> | Rural Address Application – if applicable  |
| <input type="checkbox"/> | <input type="checkbox"/> | Storm Water Management Plan, Landscaping Plan & Letters of Credit – if applicable        |
| <input type="checkbox"/> | <input type="checkbox"/> | Application Fee  |

**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 Home Owners 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](http://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 ¼ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ West of: \_\_\_\_\_ M

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

#### SECTION C – DEVELOPMENT DETAILS

Residential  Commercial/ Industrial/ Institutional (complete page 4) Is demolition required?  Yes  No

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 ½ mile of the proposed development?

- |                                   |                              |                             |   |                              |                             |
|-----------------------------------|------------------------------|-----------------------------|---|------------------------------|-----------------------------|
| Landfill or garbage disposal site | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Confined livestock operation              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Sewage treatment plant or lagoon  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Multi lot residential subdivision         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| River or water body               | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Provincial Highway                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Slopes of 15% or greater          | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Sour gas well, pipeline & abandoned wells | <input type="checkbox"/> Yes | <input type="checkbox"/> No |



**SECTION E ABANDONED WELL INFORMATION**

All industrial or commercial development permit applications REQUIRE a printout of a map from Alberta Energy Regulator (AER, previously known as ERCB). This can be obtained via website, phone, email, fax or mail.

- Is there an abandoned well on the property?  YES  NO
- If no abandoned well is present, you **must** still provide a printout from the AER website
- If yes, please identify it on your site plan and provide the Name of Licensee
  - Licensee Name: \_\_\_\_\_
- We require a printout of the map from the AER website which can be obtained by going to: [www.aer.ca](http://www.aer.ca)
- **If you require any assistance or do not have access to the internet please contact AER at 1.855.297.8311**
- **The location of all abandoned oil and gas well sites as well as the setback distances in relation to existing or proposed building sites must be shown on all applications. Please note: The Development Authority cannot approve a development application if the lot(s) does not comply with the setback directed by the ERCB Directive 079. Abandoned well site information must be provided by the applicant and can be obtained by contacting Alberta Energy Regulator.**

**SECTION F - HOME BUSINESS OPERATION DETAILS**

The home business shall be in accordance with the Land Use Bylaw 2006/6 and will be reviewed to ensure the scale and intensity is appropriate for the character of the neighbourhood 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:

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**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 neighbourhood 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:

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Business Name: \_\_\_\_\_

Office Location: \_\_\_\_\_

**HOME BUSINESS ADVERTISING / MARKETING / SIGNAGE**

Will the business be advertised / 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: \_\_\_\_\_

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**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:

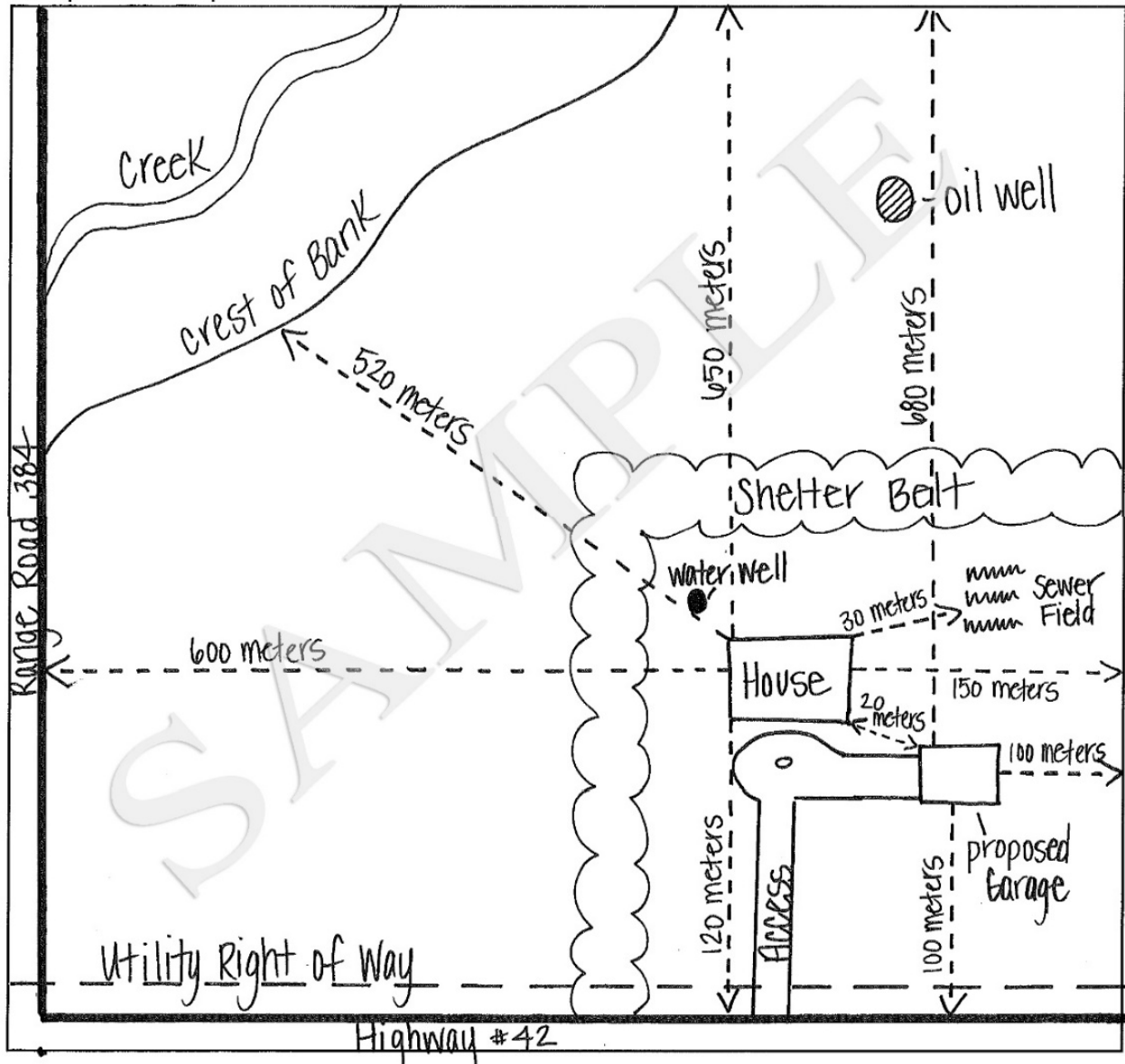
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Sample Development Permit Site Plan



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 (i.e., 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 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: \_\_\_\_\_ Linc No.: \_\_\_\_\_

Roll No.: \_\_\_\_\_ 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.