WHEATLAND COUNTY

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WHEATLAND COUNTY, ALBERTA
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RURAL - Industrial, Commercial, Rural Business, Community Service, Public Utility, Recreational

FORM 'C'

FOR OFFICE USE ONLY

DP# _____ **DP Fee:** _____

Date Received: _____ **Date Accepted as Complete:** _____

Date Complete/Not Complete letter was Sent: _____

Date of Decision: _____

Roll #: _____ **Land Use District:** _____

Rural Address Sign Fee: _____ **Offsite Levy:** _____

Be advised that additional fees may apply if a review from outside consultants is required (Eg: Engineering.)

Development located within the West Highway 1 Area Structure Plan will be subject to off-site levy charges. Contact planning/development department for details.

This application does not permit you to commence operation. The approving authority will issued a notice to the applicant if the application is complete or incomplete. This notice will be issued within 20 days. Please be advised that the approving authority has 40 days from when application is ***deemed complete*** *to render a decision on this application.*

Proposed Development: _____

_____

_____

Area and Dimensions of New Buildings/Structures: _____

_____

Height of Proposed Building (from highest grade to peak of roof): _____

Do You Require a Variance? ☐ No ☐ Yes Reason: _____

_____

Describe the building(s)/structures main intended use (Eg: Warehouse, Office Building, Community Hall etc.):

_____

_____

_____

Do you want communication/documents sent to you via email?

☐ **Yes** Provide email _____

☐ **No** (If no, all communication will be sent via Canada Post to the applicants address identified below which may delay the process.)

Registered Owners of Land: _____

Mailing Address _____

City _____ Province _____ Postal Code _____

Rural/Civic Address _____

Phone: Home _____ Work _____ Cell _____

Fax _____ Email _____

If registered owner is a company please provide company seal with signature or a current corporate search performed within the last 30 days.

Applicant: _____

Mailing Address _____

City _____ Province _____ Postal Code _____

Rural/Civic Address _____

Phone: Home _____ Work _____ Cell _____

Fax _____ Email _____

Interest of Applicant if not owner of property: ☐ Tennant ☐ Contractor ☐ Agent ☐ Other

Parcel Size: _____ **Land Use Zoning**: _____

Long Legal: Part of the _____ Section _____ Township _____ Range _____ Meridian W4 (Eg: SW-3-24-25-W4)

Short Legal: Plan _____ Block _____ Lot _____ Descriptive (if applicable)

Any enhancements, renovations or additions of buildings may have an impact on your property tax in the following year. If you would like an estimate of the tax impact, please contact the assessment department.

A**re any of the following located within 1 mile of the proposed development?**

Landfill or waste transfer site	_____	Confined livestock operation	_____
Sewage treatment plant or sewage lagoon	_____	Wells (oil/gas. sour gas, abandoned), pipeline	_____
Canal, river, water body or wetland	_____	Multi lot residential subdivision	_____
Slopes of 15% or greater	_____	Provincial Highway (provide approval letter)	_____

ALL APPLICATIONS *will need to provide a detailed letter outlining the details of the business. The letter will need to address all of the following information:*

- *Describe the type of business being proposed, is there a wholesale or retail component?*
- *Description of products being utilized for business.*
- *Detail all services being provided.*
- *Describe manufacturing process/activities (if applicable).*
- *Include in detail if the business will have hazardous materials onsite, produce noise, odor or other nuisances.*
- *Describe the proposed new building/addition/structure main intended use (Eg: Construction of roof trusses).*
- *Indicate the amount of outdoor storage, including material, equipment, vehicles, which will be occurring on the parcel. Indicate the location of the storage on the site map.*
- *Describe the type of materials and/or equipment that will be stored inside the structure(s).*
- *Provide how many clients or customers per week will be coming to your business location.*
- *Provide how many delivery or trucking services will be dropping off goods, materials, or products in association with your business per week. Include transportation details and expected frequency of trips/week.*
- *Detail the estimated number of employees.*
- *Provide the hours of operation including the days, and seasons (if hours vary between seasons).*
- *Describe where your customers will be parking. Include the customer parking area on your site plan.*
- *If any signage is proposed, indicate the type of sign, size, and height from grade.*
- *Any other information regarding your business that may assist in determining a decision on the application.*

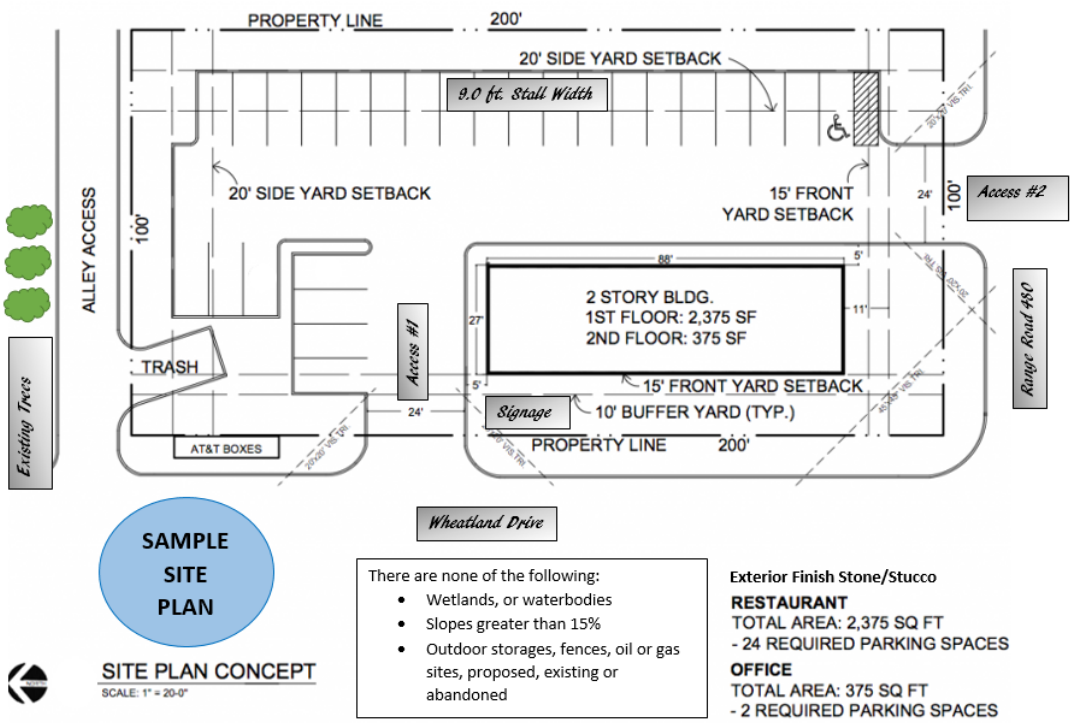
Provide and identify the following information on a digital site plan, including setback distances in meters or feet:

Label front, rear, side yard setbacks from the proposed structure(s) to the property line	Label setback distances to any existing buildings/structures	Label setback distances to all public roads
Identify slopes greater than 15% & distance from proposed structures/development	Identify any wetlands, canals, rivers or water bodies	Identify and name bordering roads and/or highways
Label dimensions of the proposed structure(s) (length and width)	Identify existing physical features (trees, shelterbelts, canals etc.)	Identify abandoned well sites
Identify access to property	Identify proposed or existing location of septic fields/septic tanks	Identify proposed or existing oil and gas sites and pipelines
Exterior finishing materials	Elevation plans of each side of the proposed structure(s)	Location of rights of ways or easements
Parking areas (including dimensions & # of space and aisles)	Identify proposed outdoor storage areas and fences	Location of any proposed signage with dimensions
Landscape plan prepared by a landscape architect.	Storm water Management Pond/area	Grading Plan

PLEASE ATTACH A DIGITAL/COMPUTER GENERATED SITE PLAN WITH THE ABOVE INFORMATION TO THIS APPLICATION.

DEPENDING ON THE APPLICATION, THE DEVELOPMENT OFFICER AT THEIR DISCRETION MAY REQUIRE THE DIGITAL SITE PLAN TO BE PREPARED BY AN ENGINEER/ARCHITECT.

SAMPLE DEVELOPMENT PERMIT SITE PLAN



- ***Abandoned Oil/Gas Wells:*** ***ALL*** *development permit applications require an abandoned oil well map from the Alberta Energy Regulator (AER). Information may be obtained by contacting the AER at (1-855-297-8311) or by using the AER's Map Viewer. Attach a map (printed from the AER map viewer) to this application form (even if there are no abandoned oil or gas well on the property).*

- *This site plan needs to show the location of all abandoned oil and gas well sites as well as the setback distances in relation to existing or proposed building sites. A 5m setback is required from an abandoned oil well.*

In addition, this application MAY require the following:

☐ Landscape Plan, prepared & stamped by a professional landscape architect/or Arborist:

- Date, scale, north arrow, legal address, name of the property owner(s), name and contact information of the person or firm responsible for the landscape plan;
- Boundaries and dimensions of the subject site;
- Location of all buildings, parking areas, driveways, and entrances;
- Location of existing plant materials to be retained;
- Location of new plant materials;
- Plant material list identifying the name, quantity, and size of plant material;
- All other physical features, existing or proposed, including berms, slopes, screening, walls, fences, outdoor furniture, lighting, and decorative paving, open space systems, and pedestrian circulation patterns;
- Location of pedestrian sidewalks, trails and/or pathways;
- Adjacent existing and proposed roads, trails and sidewalks;
- The existing topography;
- The layout and type of soft and hard landscaped areas;
- Plant list showing quantities, common and botanical name, size and conditions;
- Details of the irrigation system, including extent of water delivery; and
- Maintenance procedure to ensure vegetation survival or replacement.

☐ Signage Plan

- Location of all signs onsite and on buildings/structures
- Illustration or photo of signage showing size, wording, and lighting if applicable
- Sign dimensions
- Sign height from top of sign to grade
- Distance from bottom of sign to grade
- Content on Sign

☐ Grading Plan, prepared & stamped by an engineer

- Digital copies of a preliminary site grading and utility servicing plan

☐ **A Storm Water Management Report,** prepared & stamped by a Professional Engineer

☐ **Traffic Impact Analysis** prepared & stamped by a Professional Engineer
☐ **Geotechnical Report(s)** - Slope Stability, Soils, etc.
☐ **Environmental Assessment Reports** - contaminated soils etc. prepared & stamped by a Professional Engineer
☐ **Correspondence from relevant provincial Boards/Agencies**
☐ **Wetland Assessment -** prepare as per the Alberta Wetland Policy
☐ **Bio Physical Study -** prepared & stamped by a Professional Engineer
☐ **Historical Resources**
☐ **Ground Water and/or Private Sewage Reports -** prepared & stamped by a Professional Engineer
☐ **And any other studies as deemed required**

This information is being collected for the purpose of applying for a development permit pursuant to the provision of the municipal government act and its regulations of the Freedom Of Information and Protection of privacy act. If you have any question about the collection you may contact Wheatland County F.O.I.P coordinator at (403) 934-3321.

under the terms of the Wheatland County Land Use Bylaw 2016-01. I also understand the approving authority may request further information to process this application."

Signature of Applicant	Print Name	Date
Signature of Registered Landowner(s)	Print Name (s)	Date
Signature of Registered Landowner(s)	Print Name (s)	Date

If registered owner is a company please provide company seal or a current corporate search within the last 30 days.

RIGHT OF ENTRY

I hereby authorize representatives of Wheatland County and referral agencies to enter my land for the purpose of conducting a site inspection with respect to my development application.

This right is granted pursuant to Section 542(1)(a)(b)(c) of the Municipal Government Act.

Signature of Registered Landowner(s)	Date
Signature of Registered Landowner(s)	Date

*This is **not an application for a building permit**. Contact Wheatland County development department for building, plumbing, electrical and gas safety code requirements. Information on requirements is also available from Alberta Municipal Affairs @ 1-866-421-6929.*

PLANNING AND DEVELOPMENT SERVICES

Peer Review of Technical Studies

The Wheatland County Planning and Development Fee Schedule states **additional fees may apply if a review from outside consultants is required **e.g. Engineering.

Wheatland County requires a professional peer review of all technical documents (e.g. Transportation Impact Assessments, Environmental Site Assessments, Stormwater Management Studies and Groundwater Evaluations, etc.) submitted in support of a planning application.

In addition, Wheatland County may require preparation of development agreements (for road construction, stormwater facilities, etc.) once a subdivision application or development permit is approved.

Peer reviews and development agreements are performed by County staff and outside consultants.

Date: _____

Owner(s): _____

Legal Description: _____

I am aware 50% of the total engineering fees may apply for peer reviews and the preparation of development agreements and hereby give my consent for billing purposes.

_____

Owner(s) Signature

DEVELOPMENT PERMIT CHECKLIST

To expedite the review of this application, all materials submitted must be clear, legible and precise. Only completed applications will be accepted. Incomplete applications will be returned.

**** THIS CHECKLIST MUST ACCOMPANY THE DEVELOPMENT PERMIT APPLICATION PACKAGE.****

APPLICANT	OFFICE USE	REQUIRED ITEMS
☐	☐	**SIGNATURES**
☐	☐	• **All registered land owners**
☐	☐	• **Verification of signing authority for companies (if applicable)**
☐	☐	**FEES** **(applicable fees to be paid at the time of submitting your application)**
☐	☐	**SITE PLAN** **Site plans can be digital/computer generated. All site plans must include the following information with dimensions.**
☐	☐	• **Property lines**
☐	☐	• **Front, side and rear yard setback** **(distance from front, side and rear of structure to property line)**
☐	☐	• **Setback distance of the structure to all roads** **(identify and name bordering roads &/or highways)**
☐	☐	• **Setbacks to any existing buildings/structures**
☐	☐	• **Location of existing or proposed approach to property**
☐	☐	• **Dimensions of the structure (length & width)**
☐	☐	• **Identify any existing buildings/structures and or physical features (trees, shelterbelts, canals, etc)**
☐	☐	• **Location of abandoned wells**
☐	☐	• **Proposed or existing well sites**
☐	☐	• **Location of water well and proposed or existing location of septic fields/septic tanks and distances from dwelling**
☐	☐	• **Identify any wetlands, canals, rivers or water bodies**
☐	☐	• **Identify slopes greater than 15% and distances from structures**
☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	• **Location of all easements and/or utility rights-of-way** • **Location of proposed landscaping & lighting** • **Location of proposed signage** • **Location and size of all parking areas and stalls**

☐	☐	• **Location of storage areas**
☐	☐	**BUILDING PLANS** **A digital copy of complete construction drawings including:** • **Floor plan (including dimensions)**
☐	☐	• **Elevation drawings (including dimensions)**
☐	☐	• **Foundation plan (including drawings)**
☐	☐	• **Building grade form**
☐	☐	**SITE ACCESS**
☐	☐	• **Accessing parcel from a highway will require approval from AB Transportation. Obtain an approved Roadside Development Agreement from AT and submit with this application.**
☐	☐	**AGENCY APPROVALS** **(parcels with a 1 mile of Alberta Transportation and adjacent to the Western Irrigation District (WID) will require setback approvals for all structures)**
☐	☐	• **Obtain Roadside Development Agreement approval from AB Transportation**
☐	☐	• **Obtain approval from WID**
☐	☐	**AER ABANDONED WELL MAP – ALL APPLICATIONS REQUIRE THIS MAP**
☐	☐	**LANDSCAPE PLAN – Prepared by a professional Landscape Architect/Arborist**
☐	☐	**STORM WATER MANANGMENT REPORT**
☐	☐	**SIGNAGE PLAN**

NEW REGULATIONS FROM THE ALBERTA GOVERNMENT

MUNICIPAL GOVERNMENT ACT SECTION 683.1. *This application does not permit you to commence operation. The development authority has 20 days after the receipt of an application for a development permit to determine if the application is complete. An application is complete if, in the opinion of the development authority, the application contains the documents and other information necessary to review the application. The time period may be extended by an agreement in writing between the applicant and the development authority. If the development authority does not make a determination within the time required, the application is deemed to be complete. If the development authority determines that the application is complete, the development authority must issue to the applicant an acknowledgement in the form and manner provided for in the land use bylaw that the application is complete.*

If the development authority determines the application is incomplete, the development authority must issue to the applicant a notice in the form and manner provided in the land use bylaw that the application is incomplete and that any outstanding documents and information referred to in the notice must be submitted by a date set out in the notice or a later date agreed on between the applicant and the development authority in order for the application to be considered complete.

If the development authority determines that the information and documents submitted are complete, the development authority must issue to the applicant an acknowledgement in the form and manner provided in the land use bylaw that the application is complete.

If the applicant fails to submit all the outstanding information and documents on or before the date by the development authority the application is deemed to be refused. If the application is deemed refused the development authority must issue to the applicant an acknowledgement in the form and manner provided in the land use bylaw that the application has been refused and the reason for refusal.

Despite that the development authority has issued an acknowledgement, in the course of reviewing the application, the development authority may request additional information or documentation from the applicant that the development authority considers necessary to review the application.

The development authority must make a decision on the application for a development permit within 40 days after the applicant receives acknowledgement. If the development authority does not make a decision within the time required the application is, at the option of the applicant, deemed to be refused. For further clarity please contact the Planning & Development department at 403-934-3321.