



# HAMLET - Industrial, Commercial, Mixed-Use, Community Service, Public Utility, Parks & Recreational FORM 'E'

This application does not permit you to commence operation. The approving authority will issue 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.

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.

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

For Office Use Only	
DP#: _____	DP Fee: _____
Date Received: _____	
Date Accepted as Complete: _____	
Date Complete/Incomplete Letter Sent: _____	
Date Of Decision: _____	
Land Use District: _____	Roll #: _____
Connection Fee: _____	Offsite Levy: _____
Water Meter: _____	Water Meter Deposit: _____

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.):

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

Parcel Size: \_\_\_\_\_ Land Use Zoning: \_\_\_\_\_ Hamlet: \_\_\_\_\_

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

Short Legal: Plan \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Street Address: \_\_\_\_\_

Registered Owners of Land: \_\_\_\_\_

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

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

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



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

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

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Interest of Applicant if not owner of property: \_\_\_\_\_

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.)

Are any of the following located within 1 mile of the proposed development?

Wells (oil/gas, sour gas, abandoned), pipeline \_\_\_\_\_ Canal, river, water body or wetland \_\_\_\_\_
Slopes of 15% or greater \_\_\_\_\_ Provincial Highway (provide approval letter) \_\_\_\_\_

"I hereby certify that the development identified in this application will be conducted in accordance to the information provided and 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 \_\_\_\_\_

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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.

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.

**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.

**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:

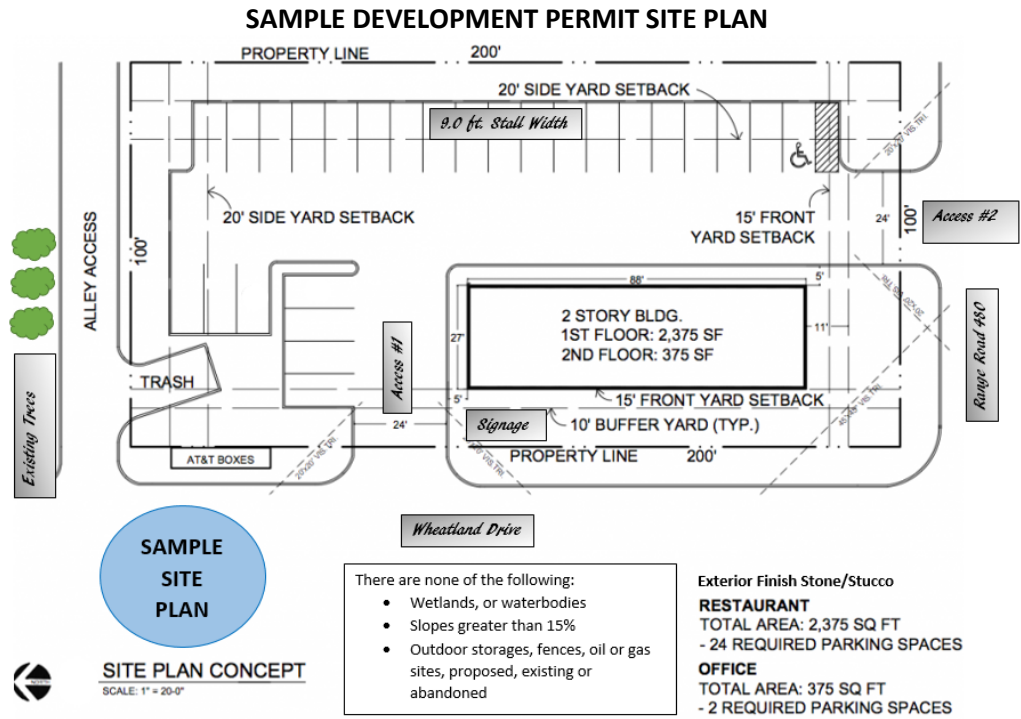
- o Describe the type of business being proposed, is there a wholesale or retail component?
- o Description of products being utilized for business.
- o Detail all services being provided.
- o Describe manufacturing process/activities (if applicable).
- o Include in detail if the business will have hazardous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

**Please 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.**



**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.

**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

## 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
<input type="checkbox"/>	<input type="checkbox"/>	<b>SIGNATURES</b>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>All registered land owners</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Verification of signing authority for companies (if applicable)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>FEES (applicable fees to be paid at the time of submitting your application)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>SITE PLAN</b> Site plans must be digital/computer generated. All site plans must include the following information with dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Property lines</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Front, side and rear yard setback (distance from front, side and rear of structure to property line)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Setback distance of the structure to all roads (identify and name bordering roads &amp;/or highways)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Setbacks to any existing buildings/structures</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Location of existing or proposed approach to property</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Dimensions of the structure (length &amp; width)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Identify any existing buildings/structures and or physical features (trees, shelterbelts, canals, etc)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Location of abandoned wells</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Proposed or existing well sites</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Location of water well and proposed or existing location of septic fields/septic tanks and distances from dwelling</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Identify any wetlands, canals, rivers or water bodies</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Identify slopes greater than 15% and distances from structures</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Location of all easements and/or utility rights-of-way</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Location of proposed landscaping &amp; lighting</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Location of proposed signage</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Location and size of all parking areas and stalls</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Location of storage areas</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>BUILDING PLANS</b> A digital copy of complete construction drawings including:
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Floor plan (including dimensions)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Elevation drawings (including dimensions)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Foundation plan (including drawings)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Building grade form (if applicable)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>SITE ACCESS</b>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Accessing parcel from a highway will require approval from AB Transportation. Obtain an approved Roadside Development Agreement from AT and submit with this application.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>AGENCY APPROVALS</b> (parcels with 1 mile of Alberta Transportation and adjacent to the Western Irrigation District (WID) will require setback approvals for all structures)

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<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Obtain Roadside Development Agreement approval from AB Transportation</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Obtain approval from WID</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>AER ABANDONED WELL MAP – ALL APPLICATIONS REQUIRE THIS MAP</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>LANDSCAPE PLAN – Prepared by a professional Landscape Architect/Arborist</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>SIGNAGE PLAN</b>



## 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: \_\_\_\_\_ Legal Description: \_\_\_\_\_

Owner(s): \_\_\_\_\_

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





## ABANDONED WELL DECLARATION

The Municipal Government Act's Subdivision and Development Regulations requires Developers/Landowners to identify abandoned oil and gas wells, where present, to comply with setback requirements. If abandoned wells do exist, subdivision and development applications must show exactly where the wells exist, what the setback distances are (if setbacks are required) and how they have been taken into account. To assist Applicants in collecting the required information, the AER has released an "Abandoned Well Map Viewer" that provides the location, name of the licensee and status of abandoned wells across Alberta. This can be accessed at: <http://mapviewer.aer.ca/Html5/Index.html?viewer=aerabnwells>

Through use of the viewer, subdivision and development applications must contain the following:

1. A map of the search area from the viewer and a statement that there are no wells in the project area or;
2. A list and map identifying the locations of abandoned wells within the search area, including the surface coordinates, as provided by the viewer or AER Information Services;
3. A sketch of the proposed development incorporating the necessary setback area for each well.

*If No Wells are listed on site:*

<p>I, _____ being the registered Owners(s) or Agent acting on behalf of the registered Owner(s) of _____ (Legal Description)</p> <p>Have reviewed information provided by the Alberta Energy Regulator (AER) and can advise that the information shows the absence of any abandoned wells within the site of proposed development.</p> <p>DATED: this _____ day of _____, 20____.</p>
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*If Wells are listed on site:*

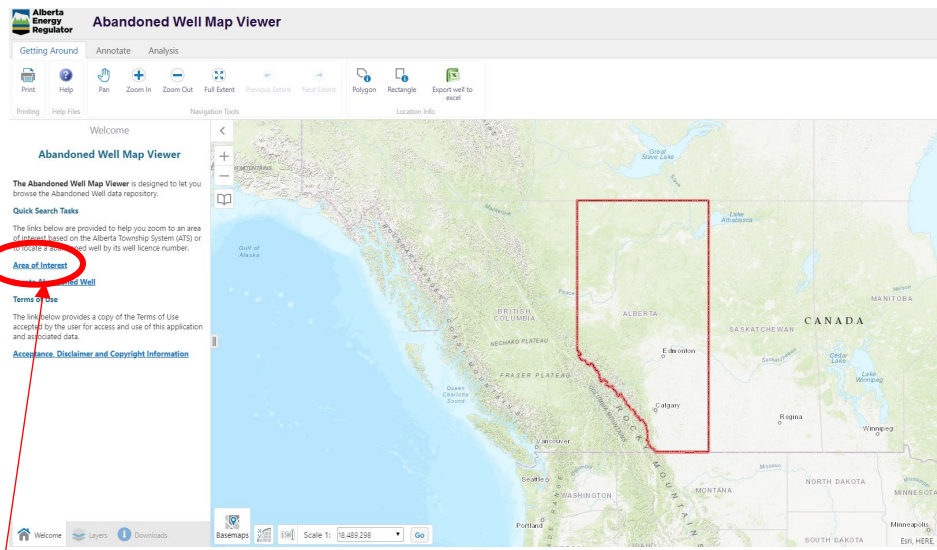
<p>I, _____ being the registered Owners(s) or Agent acting on behalf of the registered Owner(s) of _____ (Legal Description)</p> <p>Do hereby confirm that I have done by due diligence as required by Alberta Municipal Affairs, Wheatland County and the AER, by obtaining required information from the "Abandoned Well Map Viewer" and/or through the AER Information Services, and hereby attach "Schedule A" containing a list and map identifying the locations of abandoned wells within the search area, including the surface coordinates, written confirmation that I have contacted the licensee for each well and that the exact location of each well has been confirmed, a sketch of the proposed development incorporating the necessary setback area for each well.</p> <p>DATED: this _____ day of _____, 20____.</p>
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***This form shall accompany all applications for Subdivision and Development Permits.***

## ABANDONED OIL/GAS WELL - ALBERTA ENERGY REGULATOR (AER)

As a requirement for all Development Permit Applications, the applicant is required to submit a map identifying all abandoned oil/gas wells according to the Alberta Energy Regulator (AER). Please follow the steps outlined below to obtain the required map and submit it with the development application.

- 1) Access the Alberta Energy Regulators (AER) Abandoned Well Map Viewer at <https://extmapviewer.aer.ca/AERAbandonedWells/Index.html>
- 2) A 'Terms of Use' Agreement needs to be accepted by clicking 'I Accept'.
- 3) The following map will appear once the 'Terms of Use' have been accepted.



- 4) Select 'Area of Interest' located on the left side of the screen.
- 5) Enter the legal land description of the parcel requesting the development permit. (Section, Township, Range and Meridian are required). A map will generate showing the legal description and any wells in the area.
- 6) A printed copy of this map must be included with the development application. In order to print the map you must: Click the print button at the top of the page, then click the print button at the bottom of the page, and then click 'Open File'. This will generate the document that can be printed.

