

# ATHABASCA COUNTY DEVELOPMENT PERMIT APPLICATION – RULES & PROCEDURES

(For more detailed information, please refer to the ATHABASCA COUNTY Land Use Bylaw)

## **READ THIS INFORMATION FIRST**

No development other than that set out in the Land Use Bylaw as not requiring a development permit shall be undertaken within Athabasca County unless a development permit has been issued and all applicable regulations in the Land Use Bylaw have been complied with. Anyone proceeding with a development without a valid development permit does so at his/her own risk and is subject to the penalties and fines outlined by the Athabasca Development Fee Schedule, the Land Use Bylaw and Part 17 of the Municipal Government Act.

## **COMPLETING THE DEVELOPMENT PERMIT APPLICATION**

An application for development permit shall be made to the Planning & Development Department in writing on the application provided by the Athabasca County and shall be:

1. Accompanied by the appropriate fees set forth in the Athabasca Development Fee Schedule (effective January 1, 2015).
2. Signed by the registered owner or authorized agent of the registered owner of the property being proposed for development.
3. The Athabasca County requires an applicant to include the following support information when submitting an application for a development permit:
  - a) Include a site plan sketch illustrating all relevant details to the proposed development, showing any or all of the following:
    - i) the legal description of the property;
    - ii) north point;
    - iii) property lines;
    - iv) front, side and rear yard setbacks of proposed development from property lines;
    - v) location and dimensions of existing structures in relationship to the proposed development;
    - vi) buildings dimensions including height;
    - vii) any easements and pipeline or utility right-of-ways (including distance from proposed development);
    - viii) access to and from the site;
    - ix) topography of the site, including creeks, ravines, low lying areas and slopes, etc.
    - x) detailed landscaping schedule including vehicle parking and provision for off street loading for commercial and/or industrial development;
  - b) State the proposed use or occupancy of the land or buildings;
  - c) State the estimated constructions costs;
  - d) State the estimated commencement and completion date;
  - e) Such other information as may be required by the Development Officer.
- Once a development permit application is completed, fax, email, mail or deliver it along with the supporting documents and applicable fee to Athabasca County. If assistance is required to complete the development permit application, contact Athabasca County Planning Department at (780) 675-2273 or toll free at 1-844-662-2273.

## **THE DEVELOPMENT PERMIT PROCESS**

1. The applicant submits the application to the Planning & Development Department along with all of the required information and applicable fee. Failure to complete this form and to supply the required support information will result in delays in the processing of the application.
2. The Development Authority reviews the application then decides on the application which may be:
  - a) approved without conditions; or
  - b) approved with conditions; or
  - c) refused, or
  - d) deferred making a decision on pending further investigation or information.

3. An application for a discretionary use is reviewed by the Municipal Planning Commission at their monthly meeting, typically on the fourth Tuesday of the Month. If approved under the provisions of the Bylaw, the permit does not become effective until fourteen (14) days after the notice of decision date, which is the date the decision appears in the local newspaper.
4. A permit is valid for a period of twelve (12) months from the date of issuance. If at the expiry of this period the development has not been commenced or carried out with reasonable diligence, or at any time the development has been discontinued for a period of six (6) months, or has not been actively carried out for a period of six (6) months, the permit shall be null and void.
5. Where an appeal is made within the fourteen (14) day period by the applicant or a person claiming to be affected by the approval or refusal of an application for development, a development permit which has been granted shall not come into effect until the appeal has been determined and the permit confirmed, modified or nullified by the Subdivision and Development Appeal Board.
6. An application for development permit shall, at the option of the applicant, be deemed to be refused when a decision thereon is not made on it by the Development Authority within forty (40) days after receipt of the application in its complete and final form by the Development Authority, and the person claiming to be affected may appeal in writing as though he had received refusal at the end of the period specified in this clause.
7. If an application is refused, the applicant may exercise the right of appeal. Written notice of appeal must be submitted to the Secretary of the Subdivision and Development Appeal Board of the Athabasca County along with an appeal fee of two hundred dollars (\$200.00) within fourteen (14) days after the notice of decision is given. The Subdivision and Development Appeal Board will then give reasonable notice of the appeal hearing to the appellant and those, who in the opinion of the Secretary of the Subdivision and Development Appeal Board, may be affected.
8. A decision of the Subdivision and Development Appeal Board is final and binding on all parties, and all persons subject to the provisions of Part 17 of the Municipal Government Act, Revised Statutes of Alberta, 2014, Chapter M-26 as amended.

**ALL INFORMATION AND DESIGN CRITERIA AS IT RELATES TO THE APPLICATION FOR A DEVELOPMENT PERMIT SHALL BE IN CONFORMANCE WITH THE PROVISIONS OF THE ATHABASCA COUNTY LAND USE BYLAW.**

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**ATHABASCA COUNTY DEVELOPMENT FEE SCHEDULE (effective January 1, 2015)**

<b>Residential Use Development Applications (Permitted Use)</b>		<b>Commercial/Industrial/Institutional Use Development Applications</b>	
Single Family Dwelling or Residential Addition	\$100	Value Up to \$500,000	\$250
Multi-Family Dwelling/Unit	\$100	Value between \$500,000 - \$1 Million	\$500
Accessory Structure	\$75	Value Greater than \$1 Million/Million	\$500
Minor Home Occupation	\$75	and portion thereof	
Major Home Occupation	\$150	RV Campgrounds	\$300+\$25/Stall
All Discretionary (Non-Commercial/Industrial)	\$150	Natural Resource Extraction (incl. Peat	\$400/Acre up
Development Including Variances		Moss Harvesting)/Acre	to 10 Acres +
			\$50/Acre after
			10 Acres
Advertising Fee for All Discretionary Development	\$50	Subdivision & Development Appeal	\$200

- **Any Development which commences prior to a Development Permit being issued will result in Development Application Fees being doubled.**
- **Development which commences prior to Permits under Safety Codes Act including Building, Electrical, Gas/Propane, Plumbing & Private Sewage Permits being issued, the appropriate permit fee will be doubled to a maximum penalty of \$1,000.00.**



# DEVELOPMENT PERMIT APPLICATION

Phone: 780-675-2273 Toll Free: 1-844-662-2273 Fax: 780-675-5512

3602 – 48 Avenue, Athabasca, Alberta T9S 1M8

[www.athabascacounty.com](http://www.athabascacounty.com)

Development Permit No \_\_\_\_\_

Tax Roll No \_\_\_\_\_

Application Date \_\_\_\_\_

Please read the attached instruction guidelines before completing this form. An application will only be processed if submitted in complete form and accompanied by the applicable fee

Applicant Contact Information (Type or Print)	Property Owner Contact Information (if different from Applicant)
Name: _____	Name: _____
Mailing Address: _____	Mailing Address: _____
Town/City: _____ Prov: _____	Town/City: _____ Prov: _____
Postal Code: _____ Cell: _____	Postal Code: _____ Cell: _____
Daytime Ph: _____ Fax: _____	Daytime Ph: _____ Fax: _____
Email: _____	Email: _____

Qtr	Sec	Twp	Rg	W4	Plan	Block	Lot
Rural Address					Property Size	Community	
Current Use of Land or Buildings					Proposed Use of Land or Buildings		
The land is adjacent to: <input type="checkbox"/> A Primary Highway <input type="checkbox"/> A Secondary Highway <input type="checkbox"/> A Municipal Road							

**Type of Development Proposed:** ☐ Residential ☐ Recreational ☐ Commercial ☐ Industrial ☐ Agricultural

Dwelling Size: _____	Accessory Building _____ x _____	<input type="checkbox"/> Minor Home Occupation
<input type="checkbox"/> 1 Storey <input type="checkbox"/> 2 Storey Ht _____	<input type="checkbox"/> 1 Storey <input type="checkbox"/> 2 Storey Ht _____	<input type="checkbox"/> Major Home Occupation
<input type="checkbox"/> On-Site Construction	<input type="checkbox"/> Attached Garage <input type="checkbox"/> Detached Garage	<input type="checkbox"/> Natural Resource Extraction
<input type="checkbox"/> Modular Home	<input type="checkbox"/> Shed <input type="checkbox"/> Shop Building	<input type="checkbox"/> Sign Size _____ x _____
<input type="checkbox"/> Manufactured Home Year: _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other (Specify) _____
# of Dwellings on the Property _____		<input type="checkbox"/> Variance Request - _____
<input type="checkbox"/> Moving Existing Residence	<input type="checkbox"/> Recreational Vehicle Placement	Details: _____
from: _____	Model _____ Yr _____	
<input type="checkbox"/> Addition Size: _____ x _____	Size _____	

☐ Building Drawings Submitted ☐ Site Plan Submitted Estimated Value of Development: \$ \_\_\_\_\_

Construction Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

**I/We hereby declare that the above information is, to the best of my/our knowledge, factual and correct and hereby give my/our consent to allow all authorized persons the right to enter the above land and/or buildings for the purpose of investigation and enforcement related to this development.**

Signature of Applicant(s) \_\_\_\_\_ / \_\_\_\_\_

Signature of Owners(s) \_\_\_\_\_ / \_\_\_\_\_

*This personal information is being collected in accordance with the Municipal Government Act and is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. This information will be used to process the Permit. If you have any questions about the collection or use of your information, please contact the FOIP Coordinator at Athabasca County.*

FOR OFFICE USE ONLY		
Decision & Dates	Zoning	Fees
<input type="checkbox"/> Approved <input type="checkbox"/> with Conditions	<input type="checkbox"/> District _____	<input type="checkbox"/> Fee: _____
<input type="checkbox"/> Refused	<input type="checkbox"/> Division Number: _____	<input type="checkbox"/> Date Paid: _____
<input type="checkbox"/> Appealed	<input type="checkbox"/> Permitted Use	<input type="checkbox"/> Payment Type
<input type="checkbox"/> Decision Date: _____	<input type="checkbox"/> Discretionary Use	<input type="checkbox"/> Cash <input type="checkbox"/> Debit <input type="checkbox"/> MC <input type="checkbox"/> Visa <input type="checkbox"/> Cheque
	<input type="checkbox"/> Variance	<input type="checkbox"/> Receipt Number: _____
	<input type="checkbox"/> Prohibited	



## DEVELOPMENT PERMIT APPLICATION - SITE PLAN SKETCH

1/4 \_\_\_\_\_ Sec \_\_\_\_\_ Twp \_\_\_\_\_ Rg \_\_\_\_\_ W4

Plan \_\_\_\_\_ Blk \_\_\_\_\_ Lot \_\_\_\_\_

Rural Address: \_\_\_\_\_

### Please indicate the following items on the sketch:

- ☐ Location and Use of Existing Buildings
- ☐ Location and Use of Proposed Buildings
- ☐ Location of Existing Private Sewage Disposal System Components
- ☐ Location & Type of Public Roads & Highways
- ☐ Location of Driveway or Access to Road
- ☐ Distances from Buildings to Property Lines & Each Other
- ☐ Drainage, Grading and Landscaping
- ☐ Lakes, Sloughs, Bush Areas, Rivers, Streams etc.
- ☐ Pipelines, Right-of-ways or Easements

### Please indicate which services are planned for this project.

- ☐ Electrical Wiring/Power
- ☐ Natural Gas Appliances/Heating
- ☐ Propane Appliances/Heating
- ☐ Plumbing Fixtures
- ☐ New Private Sewage Disposal System

Property Dimensions \_\_\_\_\_ x \_\_\_\_\_

Property Size \_\_\_\_\_

N

W

E

S

**Before submitting the Application, use this checklist to ensure the application is complete. Submitting an incomplete application will slow down the review and approval process.**

**The following information is REQUIRED on the Application for a Development Permit:**

- ☐ Land Information – Legal land description (include Lot, Block, Plan)
- ☐ Applicant Information and Property Owner information (if different from applicant)
- ☐ Lot Area (size of lot/property )
- ☐ Proposed Use of Land/Building (residence, garage, etc.)
- ☐ Type of Development Proposed
- ☐ What type of roadway(s) is the land adjacent to
- ☐ Square footage of building and building height
- ☐ Estimated Commencement and Completion dates of the development
- ☐ Estimated Value of Development
- ☐ Date of Application
- ☐ Signature of Applicant(s)
- ☐ Signature of all Registered Landowners

**A “Site Plan” sketch is to include the following:**

- ☐ Location of Existing Buildings on the property
- ☐ Location of Proposed Buildings
- ☐ Location, age and type of existing Private Sewage Disposal System
- ☐ Location of Public Roads and Highways
- ☐ Location of Access to Road
- ☐ Location of Driveway
- ☐ Distances from the Property lines to existing and proposed structures
- ☐ Drainage, Grading and Landscaping Plan
- ☐ Protection of vegetation and trees
- ☐ Areas to be cleared
- ☐ Distances to nearby lakes, bush areas, creeks, ravines etc.
- ☐ Pipelines

If the application is for a home occupation, ensure that the Home Occupation Information form is filled out completely.

**A “completed” application includes the forms filled out, including signatures of ALL registered owners, the complete site plan, fees and any other information the development authority deems necessary to make an informed decision.**