

DEVELOPMENT PERMIT APPLICATION



OFFICE USE ONLY

Revised December 2024

Date Received:	Permit No.:
Roll No.:	
(If required) Building Permit No.:	

Applicant Information	Applicant Name:		
	Address:	Street:	Town/City:
		Province:	Postal Code:
	Phone No.:	Email:	

Landowner Information	Landowner Name:		
	Address:	Street:	Town/City:
		Province:	Postal Code:
	Phone No.:	Email:	

Property Information	Civic Address:	Street:	Town/City:		
		Province:	Postal Code:		
	Legal Description:	Lot:	Block:	Plan:	
	Part of:	Qtr. Sec.	Twp.	Rge.	W5M

Development Information	<input type="checkbox"/>	1-4 Dwelling Units (Incl. modular/mobile/manufactured homes)	\$210.00/unit
	<input type="checkbox"/>	5+ Units (Apartments/Townhouses)	\$525.00/unit
	<input type="checkbox"/>	Secondary Suite (Internal / External)	\$52.50
	<input type="checkbox"/>	Detached Garage/Carport (Residential)	\$105.00
	<input type="checkbox"/>	Discretionary Use (Incl. some Home-Based Businesses)	\$210.00
	<input type="checkbox"/>	Addition / Projection (deck, patio, balcony, covered deck, veranda, steps)	\$52.50
	<input type="checkbox"/>	Accessory Building / Structure (Residential - shed, greenhouse, portable garage/carport)	\$52.50
	<input type="checkbox"/>	Storage Building (Commercial)	\$105.00
	<input type="checkbox"/>	Principal Building/Secondary Use Buildings/ Tank Farm (Commercial/Industrial)	\$525.00
	<input type="checkbox"/>	Signage Temporary \$52.50, Permanent –fascia, pylon, freestanding, roof \$105.00, Billboard \$300.00	
	<input type="checkbox"/>	Change of Use	\$105.00
	<input type="checkbox"/>	Variance Request	\$210.00
	<input type="checkbox"/>	Demolition/Moving	\$105.00
	<input type="checkbox"/>	Permanent Hot Tub/Pool	\$52.50
	<input type="checkbox"/>	Retaining Wall > 4'	\$52.50
<input type="checkbox"/>	Excavation/Tree removal/ Topsoil Stripping/Site Prep/Service Installation	\$315.00	
<input type="checkbox"/>	As built	Refer to Land Use Bylaw Table 11	
<input type="checkbox"/>	Other Development not listed	Refer to Fee Schedule	
Description of Development:			
<input type="checkbox"/>	Site Plan Attached	Estimated Project Start Date:	Estimated Project Value:

Applicant Authorization	<ol style="list-style-type: none"> 1. I am the owner/agent with the consent and authority of the owner that is the subject matter of this permit application. 2. I hereby give my consent to allow any authorized person pursuant to the Municipal Government Act Section 542 the right to enter the land and/or building(s) with respect to this application only. 3. I understand this is only an application and does not constitute approval to commence construction. 4. I declare that the information contained in this application is correct and true to the best of my knowledge. 5. I declare that I will notify the Development Authority of any proposed changes to the plans submitted with this application. 6. I understand that I may be required to obtain permits pursuant to the Alberta Safety Codes Act and Provincial Authorities. 7. I consent to receiving notifications & correspondence regarding this application via email to the address provided on this application. 8. By checking the "I agree" box, you agree and authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten Signature. 	
	<input type="checkbox"/> I agree and authorize.	
	Applicant Signature:	Date:
	Signature of landowner: (if different from applicant)	Date:

This personal information is being collected under the authority of the Municipal Government Act, RSA 2000, Chapter M-26, and will be used for administering the affairs of the Town of Drayton Valley and for the provision of services. This information is protected by the privacy provisions of the Freedom of Information and Protection of Privacy (FOIP) Act, RSA 2000, Chapter F-25. If you have any questions or concerns about the collection and/or use of this information, please contact the FOIP Coordinator at 780-514-2200.

Development Permit Checklist:	
<i>The checklist below must be completed and attached to all Development Permit applications. Please visit Safety Tips - Safety Codes Council for more information on project requirements.</i>	
<input type="checkbox"/>	Completed application form and the components listed below.
<input type="checkbox"/>	Certificate of Title dated within 60 days of date of application.
<input type="checkbox"/>	Copies of all instruments (except mortgages) registered by way of caveat on the parcel.
<input type="checkbox"/>	Application Fees: See Fee Schedule.
<input type="checkbox"/>	Site Plan containing: North arrow; All property lines with dimensions; Total lot area; Exterior dimensions and area of all building/structures; Front, rear, side yard setbacks for all building(s) and structure(s)- measured from each corner the foundation; Dimensions of all eaves and other projections (i.e., chimneys, etc.), measured to the nearest property line; Proposed and existing landscaping; Location of any registered utility easements/right-of-way; Location of registered right-of way/easement plans (including ROW number); Locations, dimensions, areas and heights (measured from finished grade) of all proposed Decks; Lot grading plan showing finished grade of all lot corners and top of foundation elevation.
<input type="checkbox"/>	Floor Plan Components: Dimensions, floor areas and use(s) of all rooms.
<input type="checkbox"/>	Elevation Plan Components: Building Elevations including north, south, east and west sides, wall height measured from the finished grade to the peak of the roof; building Elevations that show exterior cladding materials (siding, brick/stone, stucco) and roofing materials.
<input type="checkbox"/>	Engineering Requirements: Location of all utility service connections (gas, power, phone, cable) to the building, available from the appropriate subdivision's engineering firm, the builder or individual utility company; Locations of all surface hardware including streetlights, hydrants, manholes, valves, pedestals, etc. on an adjacent to the site; Location of sidewalks and curbs with dimension from property line(s); Geotechnical report(s)- slope stability, soils, etc. (if required).

OFFICE USE ONLY			
<input type="checkbox"/> Permitted Use		<input type="checkbox"/> Permitted W/Variance	
<input type="checkbox"/> Discretionary Use		<input type="checkbox"/> Discretionary W/Variance	
Referral Required: <input type="checkbox"/> No <input type="checkbox"/> Yes - List Departments:			
Advertisement/Notice Date:		Deemed Complete Date:	
Notice of Decision Date:		Development Authority Signature:	
Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Approved subject to conditions (attached) <input type="checkbox"/> Refused w/ reasons (attached)			
Application Fees:	Development Permit \$:		Date Paid:
	Building Permit \$:		Receipt Number:
	SCC Levy \$:		Total \$: