

## DEVELOPMENT PERMIT APPLICATION

New Construction    Addition    Demolition    Change of use    Change in tenant    Home Business

### APPLICANT INFORMATION:

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

Applicant's Name: \_\_\_\_\_ Contact name: \_\_\_\_\_  
(if different than applicant)

Mailing Address: \_\_\_\_\_  
City Province Postal Code

\_\_\_\_\_ Phone Number Alternate Phone Email

Applicant is the Owner:   
Fill out only if Applicant is not the Owner, written consent of Owner is required

Property Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

I have been informed of the Town's bylaws, policies and regulations regarding this application. I understand that this permit application may be refused if the proposed development does not conform to all of the aspects of the Land Use Bylaw. I am the owner/I have the consent of the owner to proceed with this Development Permit application and I give consent to allow Council or a person appointed by it the right to enter the land and/or building(s) with respect to this application only.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Signature of Owner (if not the applicant)**

### DEVELOPMENT INFORMATION

Proposed Use: \_\_\_\_\_ Estimated Cost of Construction: \_\_\_\_\_

Total Floor Area: \_\_\_\_\_ Attached Drawings  Attached Site Plan

**Structure:**  Garage  Shed  Deck  Single family home  Multi-family  Other  Sign  NA

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Details: Hours of Operation \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

**IMPORTANT NOTICE: This application does not permit you to commence any development until such time as the Development Authority has issued a Development Permit approval.**

**Collection and use of personal information:** Personal information is being collected under the authority of the Municipal Government Act (MGA) and the Freedom of Information and Protection of Privacy Act (FOIP). This information is required and will be used in relation to this Development Permit and the Town of Tofield Land Use Bylaw to process the Application and may be used for other Town services such as emergency response planning, fire inspections or other consistent services. If you have any questions about the collection and use of your personal information please contact the Town of Tofield at (780) 662-3269.

**For office use only**

Roll Number \_\_\_\_\_ Permitted  Discretionary  Land Use District \_\_\_\_\_

**Fees:**

Development _____	Date received _____	Application No. _____
Notification _____	Received by _____	Entered by _____
Total _____	Receipt No. _____	Date entered _____

## DEVELOPMENT PERMIT – APPLICATION

Phone: (780) 662-3269

email: [adminclerk@tofieldalberta.ca](mailto:adminclerk@tofieldalberta.ca)

**It is important to read and understand the following before completing this form. Please contact the Town office if you would like more detail.**

1. Make sure the application form is completed and includes the appropriate fees. These fees are set according to the Fees and Charges Bylaw approved by Council.
2. **You may need to include some of the following with your application.**
  - a) A site plan drawn to scale and, if required, prepared by a certified Land Surveyor. The site plan needs to show:
    - ✓ dimensions at appropriate metric scale
    - ✓ legends and north arrow
    - ✓ legal land description of the site and adjacent lots
    - ✓ boundary/property line dimensions
    - ✓ proposed development relative to the boundaries of the site including setbacks and yard requirements
    - ✓ site coverage calculations
    - ✓ proposed access to abutting roads and on-site parking
    - ✓ dimensions and location of proposed site grades and drainage
    - ✓ existing buildings, roads, parking, rights-of-way and easements, floodplains, top of bank, and watercourses within or abutting the lot.
  - b) Development drawings that include foundation and floor plans showing all occupancies and uses, elevations, cross sections, height by meters and the number of stories.
  - c) A statement of proposed uses.
  - d) Landscape information and plans where landscaping is required by the Land Use Bylaw.
  - e) Sign applications need to include:
    - ✓ drawings that provide the dimensions, area, material, finishes, colors, size of lettering, wording and graphics, method of illumination, and mounting or erection details
    - ✓ drawings or photos which show the location and separation distances between all existing and proposed signs
  - f) Additional plans and information may be required and requested due to the nature and magnitude of a proposed development of use.
3. Review of a development proposal may be delayed if the form and/or additional information provided is incomplete. Should this happen we will need to contact you.
4. A permit is valid from 12 months from the date it is issued. If the development has not commenced or brought to a reasonable stage during that time, the permit will be considered null and void. If at any time the development has been stopped for a period of 6 months the permit shall also be considered null and void.
5. A permit comes into effect 21 days following the date on the notice of decision. If a Development Officer:
  - a) refuses or fails to issue a Development Permit, or
  - b) Issues a Development subject to conditions, or
  - c) Fails to make a decision within 40 days of accepting a completed application: then,

the person applying for the permit or a person affected by a decision or Development Permit issued by a Development Officer, may appeal to the Subdivision and Development Appeal Board (SDAB) within 14 days of the notice of issuance of a permit.

There is no appeal against a Development Permit for a permitted use unless the provisions of the Land Use Bylaw were relaxed, varied or misinterpreted.
6. All of the information and plans relating to this request shall conform to the Land Use Bylaw and any of its amendments.