



ROCKY VIEW COUNTY

DEVELOPMENT PERMIT RENEWAL APPLICATION

FOR OFFICE USE ONLY

APPLICATION NO.

ROLL NO.

FEES PAID

DATE OF RECEIPT

PREVIOUS DEVELOPMENT PERMIT NUMBER (Eg: PRDP#):

LEGAL LAND DESCRIPTION OR MUNICIPAL ADDRESS:

APPLICANT/OWNER

Applicant Name:

Email:

Business/Organization Name (if applicable):

Mailing Address:

Postal Code:

Telephone (Primary):

Alternative:

Landowner Name(s) per title (if not the Applicant):

Telephone (Primary):

Email:

RENEWAL APPLICATION FOR - List purpose and scope of work

I hereby acknowledge (Applicant initials below):

a) _____ That there are no changes or variances requested for the existing operations onsite, AND, that if any changes not identified within the renewal application are discovered as part of the Development Authority's review, further information may be required.

b) _____ That changes or variance requested for the operation are identified below:

AUTHORIZATION

I, _____ (Full name in Block Capitals), **hereby certify** (initial below):

_____ That I am the registered owner **OR** _____ That I am authorized to act on the owner's behalf (complete *Landowner Authorization* letter).

_____ That the information given on this form and related documents, is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

_____ **Right of Entry (Site Inspection):** I authorize/acknowledge that Rocky View County may enter the above parcel(s) of land for purposes of investigation and enforcement related to this application in accordance with Section 542 of the Municipal Government Act.

_____ That I am aware of and have read and agree to the following:

- The personal information collected on this application is collected in accordance with s.4(c) of the Alberta Protection of Privacy Act (POPA).
- I have obtained written permission from the copyright holder for any information included with this application which is protected by copyright.
- I agree to indemnify, save and hold harmless the County, its elected officials, agents, and employees from and against all demands, claims, liability costs and expenses (including legal fees) in relation to copyright infringement as a result of the information submitted.
- The information collected will be used to communicate with the applicant during the application review and site inspection processes. Rocky View County may also input the information into an automated system to generate content or make decisions, recommendations or predictions.
- As part of the review process, both personal information and copyrighted materials will be circulated as needed to relevant internal departments, provincial and federal governments, external partners, and adjacent landowners.
- Such information and materials may also be submitted to the Subdivision and Development Appeal Board and the Land and Property Rights Tribunal.
- Personal information and copyrighted materials may also be included in public meeting agendas, on the County's website, and on the Rocky View County Planning Development Map web application and other public resources maintained by the County.
- The applicant's name and the nature of the application will be publicly available, in accordance with the Alberta Access to Information Act (ATIA) as well as POPA.
- For questions on POPA or copyright issues, please contact the Manager of Planning at 403-230-1401.

Applicant Signature _____ Date _____

APPLICATION CHECKLIST – DP RENEWAL APPLICATION

Select [✓] all that are included within application package. Incomplete applications may not be accepted for processing

- ☐ **CURRENT LAND TITLES CERTIFICATE COPY - dated within 30 days of application:**
 - ☐ I have included a current Land Titles Certificate with my submission.
 - ☐ I agree to have the County pull a current Land Title Certificate for an addition charge of \$20.00.
- ☐ **LETTER OF AUTHORIZATION - dated within 30 days of application:** Signed by the registered landowner(s) authorizing person acting on behalf (if not the Applicant). If registered owner on title is a company, authorization to be provided on a company letterhead or as an affidavit (signed by a Commissioner of Oaths).
- ☐ **DEVELOPMENT PERMIT TIME EXTENSION AGREEMENT**
- ☐ **INFORMATION SHEET (if applicable, as required by the Development Authority)**
- ☐ **REVISED SITE PLAN (if applicable, as required by the Development Authority)**
 - ☐ Identify site boundaries, business area, any outdoor storage area with dimensions, signage location, any changes to setbacks etc.
- ☐ **COVER LETTER (if applicable, as required by the Development Authority), including:**
 - ☐ Detail proposal and any changes/deviations from the approved development permit for example: changes to scope of work, area of operation on site, day and hours of operation, number of employees, parking provisions, etc.
 - ☐ Identify any variances requested for the proposed operations.

Please send complete submission to development@rockyview.ca. Once a County representative has verified completeness, they will contact you to collect payment.



Planning Services

File Number / Roll Number

Development Permit Application Time Extension Agreement Form (Decision past 40 days)

APPLICANT: _____

LEGAL
DESCRIPTION: _____

The *Municipal Government Act* recommends that the Development Authority of Rocky View County is required to make a decision on a completed Development application within **40 days** of its receipt application, unless an agreement has been entered into with the Applicant and Development Authority to extend the 40 day period.

In order to permit the Development Authority of Rocky View County to make a decision on your application, we are requesting that you enter into the Time Extension Agreement as set out below.

If you concur with our request, please complete the agreement set out below and forward it to:

ROCKY VIEW COUNTY
Planning and Development Services
262075 Rocky View Point
Rocky View County, Alberta T4A 0X2
development@rockyview.ca

In accordance with the *Municipal Government Act*,

I/We, _____
hereby enter into an agreement with Rocky View County to extend the time prescribed for the processing of the Development Application

Date

Applicant's Signature



ONLY REQUIRED IF YOU ARE ACTING ON BEHALF OF THE REGISTERED OWNER

LETTER OF AUTHORIZATION – PLANNING AND DEVELOPMENT SERVICES

I, (We) _____ (print name) Owner 1

_____ (print name) Owner 2

being the owner(s) of: Lot: _____ Block: _____ Plan: _____

Legal Description:

Quadrant _____ ¼ Section _____ Township _____ Range _____ West of _____ Meridian

give _____ (print name of Applicant)

permission to act on my (our) behalf for the following application at the above-noted property

(select one):

- ☐ Development Permit
- ☐ Subdivision
- ☐ Redesignation
- ☐ Local Plan

Owner 1 Signature

Owner 2 Signature

Date Signed

ONLY REQUIRED IF THE REGISTERED OWNER ON TITLE IS A COMPANY

AFFIDAVIT - VERIFYING CORPORATE SIGNING AUTHORITY

I, _____, of _____

make oath and say:

1. I am the officer/director of (company name):

being the corporation named as the owner, in the Development Permit / Subdivision / Redesignation / Local Plan Application (select one), affecting Lands described as:

Legal Description

_____/ Lot: _____ Block: _____ Plan: _____

2. I am authorized to sign the Development Permit / Subdivision / Redesignation / Local Plan Application (select one), on behalf of the corporation without affixing a corporate seal and I hereby appoint (name of Applicant):

_____ as our agent for the above application at the above-noted property.

FOR USE BY APPOINTED COMMISSIONER FOR OATHS

SWORN/AFFIRMED before me

at the (City/County/Town): _____,

in the Province of Alberta, this _____ day of _____ (month) _____ (year).

Signature

A Commissioner for Oaths in and for Alberta

Commissioner of Oaths Stamp