

# DEVELOPMENT PERMIT RENEWAL APPLICATION

FOR OFFICE USE ONLY	
APPLICATION NO.	
ROLL NO.	
FEES PAID	
DATE OF RECEIPT	

<b>PREVIOUS DEVELOPMENT PERMIT NUMBER (Eg: PRDP#):</b>		
<b>LEGAL LAND DESCRIPTION OR MUNICIPAL ADDRESS:</b>		
<b>APPLICANT/OWNER</b>		
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:	
<b>RENEWAL APPLICATION FOR - List purpose and scope of work</b>		
<p>_____</p> <p>_____</p>		
<p><b>I hereby acknowledge</b> (Applicant initials below):</p> <p>a) _____ That there are no changes or variances requested for the existing operations on site.</p> <p><b>OR</b></p> <p>_____ That changes or variances requested for the operation are identified below:</p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p>b) _____ That if any changes are proposed, or any changes not identified within the renewal application are discovered as part of the Development Authority's review, further information may be required.</p>		
<b>AUTHORIZATION</b>		
<p>I, _____ (Full name in Block Capitals), <b>hereby certify</b> (initial below):</p> <p>_____ That I am the registered owner <b>OR</b> _____ That I am authorized to act on the owner's behalf (complete <i>Landowner Authorization</i> letter).</p> <p>_____ 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.</p> <p>_____ That I provide consent to the public release and disclosure of all information, including supporting documentation, submitted/contained within this application as part of the review process. I acknowledge that the information is collected in accordance with s.33(c) of the <i>Freedom of Information and Protection of Privacy Act</i>.</p> <p>_____ <b>Right of Entry (Site Inspection):</b> 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.</p>		
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 dimenisons, 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](mailto:development@rockyview.ca). Once a County representative has verified completeness, they will contact you to collect payment.

**FOR OFFICE USE ONLY**

Proposed Use(s):	Land Use District:
Applicable ASP/CS/IDP/MSDP:	
Included within file: <input type="checkbox"/> Information Sheet <input type="checkbox"/> Parcel Summary <input type="checkbox"/> Site Aerial <input type="checkbox"/> Land Use Map Aerial <input type="checkbox"/> Site Plan	

**NOTES FOR FILE MANAGER:**

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**Staff Signature:**

## Planning & Development Services

File Number / Roll Number

### Time Extension Agreement for Development Permit Applications

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](mailto: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



**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**

**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).

*Commissioner of Oaths Stamp*

\_\_\_\_\_  
**Signature**

A Commissioner for Oaths in and for Alberta