



# DEVELOPMENT PERMIT APPLICATION

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

### 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):			
Business/Organization Name (if applicable):			
Mailing Address:			Postal Code:
Telephone (Primary):		Email:	

### LEGAL LAND DESCRIPTION - Subject site

All/part of:	¼	Section:	Township:	Range:	West of:	Meridian	Division:
All parts of :		Block:	Plan:		Parcel area (ac/ha):		
Municipal Address:					Land Use District:		

### APPLICATION FOR - List use and scope of work

Variance Rationale included: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A				DP Checklist Included: <input type="checkbox"/> YES <input type="checkbox"/> NO		Name of RVC Staff Member Assisted:	
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### SITE INFORMATION

a.	Oil or gas wells present on or within 100 metres of the subject property(s)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
b.	Parcel within 1.5 kilometres of a sour gas facility (well, pipeline or plant)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
c.	Abandoned oil or gas well or pipeline present on the property (Well Map Viewer: <a href="https://extmapviewer.aer.ca/AERAbandonedWells/Index.html">https://extmapviewer.aer.ca/AERAbandonedWells/Index.html</a> )	<input type="checkbox"/> YES	<input type="checkbox"/> NO
d.	Subject site has direct access to a developed Municipal Road (accessible public roadway)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

### 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.

\_\_\_\_\_ 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.

\_\_\_\_\_ 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 *Freedom of Information and Protection of Privacy Act*.

\_\_\_\_\_ **Right of Entry:** 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.

**Applicant Signature** \_\_\_\_\_ **Landowner Signature** \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

# CANNABIS

## INFORMATION SHEET

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APPLICATION NO.	
ROLL NO.	
DISTRICT	

DETAILS	USE TYPE
Building/Unit total floor area ( $m^2 / ft.^2$ )	<input type="checkbox"/> Cannabis Cultivation <input type="checkbox"/> Cannabis Processing <input type="checkbox"/> Cannabis Retail
Building Height ( $m / ft.$ )	
New or existing building?	
BUSINESS DESCRIPTION	
<b>Note: Include a cover letter to describe the business operations in detail.</b>	
Business name:	
Days of operation:	Hours of operation:
Total number of parking spaces:	
Business signage proposed on site? <input type="checkbox"/> YES - attach <i>Signage - Information Sheet</i> and required documents <input type="checkbox"/> NO	
MINIMUM (REQUIRED) SEPARATION DISTANCES	PROVIDED
<b>* Cannabis Cultivation and/or Cannabis Processing must be at least:</b>	
150.0 m (492.13 ft.) from a parcel with a Care Facility (Clinic)	<input type="checkbox"/> YES <input type="checkbox"/> NO
150.0 m (492.13 ft.) from a parcel with a School	<input type="checkbox"/> YES <input type="checkbox"/> NO
150.0 m (492.13 ft.) from a parcel that is designated as Municipal School Reserve on title	<input type="checkbox"/> YES <input type="checkbox"/> NO
150.0 m (492.13 ft.) from a Residential District parcel	<input type="checkbox"/> YES <input type="checkbox"/> NO
150.0 m (492.13 ft.) from a Dwelling Unit	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>For B-AGR, C-LRD and I-HVY districts:</b>	
75.0 m (246.06 ft.) from a Residential District parcel	<input type="checkbox"/> YES <input type="checkbox"/> NO
75.0 m (246.06 ft.) from a Dwelling Unit	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>** Cannabis Retail (applicable districts) must be at least:</b>	
300.0 m (984.25 ft.) from another Cannabis Retail Store	<input type="checkbox"/> YES <input type="checkbox"/> NO
150.0 m (492.13 ft.) from a parcel with a Care Facility (Clinic)	<input type="checkbox"/> YES <input type="checkbox"/> NO
150.0 m (492.13 ft.) from a parcel with a School	<input type="checkbox"/> YES <input type="checkbox"/> NO
100.0 m (328.08 ft.) from a parcel that is designated as a Municipal School Reserve on title	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p><i>Cannabis Cultivation and Cannabis Processing, Land Use Bylaw, C-8000-2020:</i></p> <p>* <i>Cannabis Cultivation and Cannabis Processing General Requirements:</i></p> <p>(a) <i>Cannabis Cultivation and/or Cannabis Processing shall not occur in a building where a residential use is located, and</i></p> <p>(b) <i>A residential development constructed or created on a parcel after the approval of a Cannabis Cultivation or Cannabis Processing use shall not be considered a residential use for the purposes of the Bylaw.</i></p> <p>* <i>The minimum separation distance shall be measured from the closest point of the Cannabis Cultivation and/or Cannabis Processing building.</i></p> <p>** <i>The minimum separation distance shall be measured from the closest portion of the Cannabis Retail Store building.</i></p>	

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

**DEVELOPMENT PERMIT APPLICATION CHECKLIST - GENERAL**

All plans shall be submitted as one (1) legible hard copy and in DIGITAL form (pdfs)

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

- APPLICATION FORM(S) AND CHECKLIST:** All parts completed and signed.
- APPLICATION FEE:** Refer to Planning and Development Fee Schedule within the [Master Rates Bylaw](#).
- CURRENT LAND TITLES CERTIFICATE COPY - dated within 30 days of application, and:**
  - Digital copy of non-financial instruments/caveats registered on title
- LETTER OF AUTHORIZATION:** 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).
- COVER LETTER, shall include:**
  - Proposed land use(s) and scope of work on the subject property
  - Detailed rationale for any variances requested
  - For businesses - Complete operational details including days/hours of work, number of employees, parking provisions, types of vehicles, outdoor storage areas, site access/approach, traffic management, etc.
  - Reference to any *Supporting Documents*, images, studies, plans etc. provided within application package
- SITE PLAN, shall include:**
  - Legal description and municipal address
  - North arrow
  - Property dimensions (all sides)
  - Setbacks/dimensions from all sides of the property line(s) to existing/proposed buildings, structures (cantilevers, decks, and porches), outdoor storage areas etc.
  - Dimensions of all buildings/structures
  - Location and labels for existing/proposed approach(s)/access to property
  - Identify names of adjacent internal/municipal roads and highways
  - Identify any existing/abandoned/proposed oil wells, septic fields/tanks, or water wells on site, including their distances to existing/proposed buildings
  - Identify any existing/proposed site features such as trees, shelterbelts, canals, waterbodies, etc.
  - Identify site slopes greater than 15% and distances from structures
  - Location and labels for easements and/or rights-of-way on title
- LOOR PLANS/ELEVATIONS, shall include:**
  - Overall dimensions on floor plans for all buildings/structures (for new construction, additions, renovations etc.)
  - Indicate floor area and existing/proposed uses on floor plans and height(s) on elevations
  - Indicate type of building/structure on floor plans and elevations
- COLOUR PHOTOGRAPHS (Min. 3) - one hard and digital copy:** Of existing site, building(s), structure(s), signage, site features, taken from all sides including surrounding context, and when existing floor plans/elevations are not available
- SUPPORTING DOCUMENTS (as applicable):** Include technical studies/reports and any additional plans relating to the proposed development (lot grading, site lighting, storm water management plans etc.). Refer to the Land Use Bylaw for use or district specific requirements.

**FOR OFFICE USE ONLY**

Proposed Use(s):	Land Use District:
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Applicable ASP/CS/IDP/MSDP:

Included within file:    Information Sheet    Parcel Summary    Site Aerial    Land Use Map Aerial    Site Plan

**NOTES:**

**Staff 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**