



# 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 Lot(s)/Unit(s):

Block:

Plan:

Parcel Size (ac/ha):

Municipal Address:

Land Use District:

**APPLICATION FOR - List use and scope of work**Variance Rationale included: ☐ YES ☐ NO ☐ N/ADP Checklist Included: ☐ YES ☐ NO**SITE INFORMATION**

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

\_\_\_\_\_ **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.

\_\_\_\_\_ 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.33(c) the Alberta Freedom of Information and Protection of Privacy Act (FOIP).
- 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.
- 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.
- The applicant's name and the nature of the application will be publicly available, in accordance with the FOIP Act.
- For questions on FOIP or copyright issues, please contact the Manager of Planning at 403-230-1401.

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_



# CANNABIS

## INFORMATION SHEET

FOR OFFICE USE ONLY	
APPLICATION NO.	
ROLL NO.	
DISTRICT	

DETAILS		USE TYPE
Building/Unit total floor area ( $m^2 / ft.^2$ )		<input type="checkbox"/> Cannabis Cultivation
Building Height ( $m / ft.$ )		<input type="checkbox"/> Cannabis Processing
New or existing building?		<input type="checkbox"/> Cannabis Retail
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>Cannabis Cultivation and Cannabis Processing, Land Use Bylaw, C-8000-2020:</p> <p>* Cannabis Cultivation and Cannabis Processing General Requirements:</p> <p>(a) Cannabis Cultivation and/or Cannabis Processing shall not occur in a building where a residential use is located, and</p> <p>(b) 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.</p> <p>* The minimum separation distance shall be measured from the closest point of the Cannabis Cultivation and/or Cannabis Processing building.</p> <p>** The minimum separation distance shall be measured from the closest portion of the Cannabis Retail Store building.</p>		

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

Date \_\_\_\_\_



## DEVELOPMENT PERMIT APPLICATION CHECKLIST - GENERAL

Applicant Checklist	Office Use Only	All plans shall be submitted as one PDF document in DIGITAL form Select [✓] all that are included within application package. Incomplete applications may not be accepted for processing.
<input type="checkbox"/>	<input type="checkbox"/>	<b>APPLICATION FORM(S) AND CHECKLIST:</b> All parts completed and signed.
<input type="checkbox"/>	<input type="checkbox"/>	<b>APPLICATION FEE:</b> Refer to Planning and Development Fee Schedule within the Master Rates Bylaw.
<input type="checkbox"/>	<input type="checkbox"/>	<b>CURRENT LAND TITLES CERTIFICATE COPY - dated within 30 DAYS of application submission:</b> <ul style="list-style-type: none"> <li>Copy of all <u>non-financial</u> instruments/caveats registered on title</li> <li><input type="checkbox"/> I give the Development Authority authorization to pull a Land Title Certificate at a \$20.00 fee</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>TIME EXTENSION FORM:</b> Authorizing the County to continue your application if there are any delays meeting the 40-day timeline as set out by the Municipal Government Act of Alberta (MGA).
<input type="checkbox"/>	<input type="checkbox"/>	<b>LETTER OF AUTHORIZATION:</b> Signed by applicant <u>if acting on behalf</u> of the registered landowner(s).
<input type="checkbox"/>	<input type="checkbox"/>	<b>AFFIDAVIT:</b> If the registered owner on title is a company, signed and stamped by a Commissioner of Oaths.
<input type="checkbox"/>	<input type="checkbox"/>	<b>COVER LETTER, shall include:</b> <ul style="list-style-type: none"> <li>Proposed land use(s) and scope of work on the subject property</li> <li>Detailed rationale for any variances requested</li> <li>Any type of business must provide details on days/hours of work, number of employees, parking provisions, types of vehicles, outdoor storage areas, site access/approach, etc.</li> <li>Reference to any Supporting Documents, images, studies, plans, etc. provided within the application</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>SITE PLAN, shall include:</b> <ul style="list-style-type: none"> <li>Legal description and municipal address</li> <li>All property lines, dimensions, and north arrow</li> <li>Setbacks/dimensions from all property lines to existing buildings, proposed buildings, changes, etc.</li> <li>Dimensions of all buildings/structures on site</li> <li>Location and labels for existing/proposed approach(s)/access to property</li> <li>Identify names of adjacent internal/municipal roads and highways</li> <li>Identify any type of oil wells, septic fields/tanks, or water wells on site, including their distances to existing/proposed buildings</li> <li>Identify any existing/proposed site features such as trees, shelterbelts, canals, waterbodies, etc.</li> <li>Identify site slopes greater than 15% and distances of these slopes from existing/proposed structures</li> <li>Location and labels for easements and/or rights-of-way on title</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>FLOOR PLANS/ELEVATIONS, shall include:</b> <ul style="list-style-type: none"> <li>Overall dimensions on floor plans for all proposed buildings/structures</li> <li>Indicate floor area and existing/proposed uses on floor plans and height(s) on elevations</li> <li>Indicate type of building/structure on floor plans and elevations</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>PHOTOGRAPHS:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>SUPPORTING DOCUMENTS (as applicable):</b> Include technical studies/reports and any additional plans relating to the proposed development (lot grading, site lighting, storm water management plans, etc.)

### 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:

Staff Signature: \_\_\_\_\_



## 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](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**