



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 workVariance 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.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 _____

Landowner Signature _____

Date _____

EQUESTRIAN CENTRE/LIVESTOCK/ RIDING ARENA

INFORMATION SHEET

FOR OFFICE USE ONLY	
APPLICATION NO.	
ROLL NO.	
DISTRICT	

ANIMALS ON SITE		SITE PLAN REQUIREMENTS
<i>Type</i>	<i>Quantity</i>	Select all provided on plan:
		<input type="checkbox"/> Labels for existing/proposed Equestrian Centre
		<input type="checkbox"/> Setbacks to property lines
		<input type="checkbox"/> Dimension of building(s)
		<input type="checkbox"/> Location of on-site stock trailer and participant/spectator parking area(s)
Total number of animals participating in events, in addition to those on site (Equestrian Centre only)		<input type="checkbox"/> Confinement and grazing areas (in acres/sq. m)
Premises Identification number (PID)		<input type="checkbox"/> Feeding site(s) and methods (Feeders/racks/ground etc.)
BUILDING DETAILS (Equestrian Centre or Riding Arena only)		<input type="checkbox"/> Watering site(s) and methods (Tank/waterer/creeks etc.)
Building total floor area (m ² / ft. ²)		<input type="checkbox"/> Location of wells, sloughs, ponds, water runs, coulees etc.
Height of building (m / ft.)		<input type="checkbox"/> Property slopes (grade elevations)
New or existing building?		<input type="checkbox"/> Type of screening provided (natural or built)
Age of building (if existing)		<input type="checkbox"/> Distance to neighbouring developments/livestock (if any)
ON-SITE PUBLIC PARTICIPATION (Equestrian Centre only)		Refer to DP Checklist - General for standard Site Plan requirements
Number of spectators anticipated		
Overnight camping allowed on site?		
Total number of persons allowed		
Total number of nights allowed		
Number of parking spaces		
Days of public participation		
Hours of public participation		
SITE INFORMATION		
Topography: <input type="checkbox"/> Flat <input type="checkbox"/> Rolling <input type="checkbox"/> Steep		
Grass/Foliage Species: <input type="checkbox"/> Alfalfa <input type="checkbox"/> Brome <input type="checkbox"/> Fescue <input type="checkbox"/> Timothy <input type="checkbox"/> Other: _____		
Supplemental Feed (specify if provided): _____		
Wetland/Riparian areas present on site? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Interested in Rocky View County's Green Acreages Program? <input type="checkbox"/> YES <input type="checkbox"/> NO		
https://www.rockyview.ca/NewsEvents/News/tabid/145/Article/1291/Rocky-View-County-s-Green-Acreages-Guide-Program.aspx		
VARIANCE(S) REQUESTED (Variance rationale letter must be provided)		
<input type="checkbox"/> Increase number of animals permitted on site	<input type="checkbox"/> Building setbacks, area or height (specify variance): _____	
<input type="checkbox"/> Increase number of participants permitted on site (Equestrian Centre only)	_____	
<input type="checkbox"/> Increase number of persons or nights for overnight camping on site (Equestrian Centre only)	<input type="checkbox"/> Other (specify): _____	



MANURE MANAGEMENT

On-site manure storage:

Method of storage: ☐ Compost ☐ Stockpile ☐ Spread & Incorporated

How long will the manure be stored? _____

Off-site manure storage (if applicable):

Identify location and method of storage: _____

Note: Manure storage facility construction must comply with the Agricultural Operation Practices Act.

GRAZING AND FREEZING STRATEGIES

Describe grazing and feeding strategies (i.e. year-round grazing, rotational pastures with supplemental feed, etc.):

RUNOFF MANAGEMENT

Describe method(s) employed to prevent manure from contaminating water bodies on site (e.g. wetlands, sloughs, dugouts): How is the runoff kept out of wells and other water areas on the subject property?

Describe how runoff will be kept within the subject property (*NOTE: It is an offence under the Alberta Environmental Enhancement and Protection Act to allow manure and its nutrients to move off site.*):

PEST AND WEED CONTROL

Describe how insects, flies, and other pests will be managed so they don't affect your neighbours:

Do you have a weed control program in place? ☐ YES, describe program below ☐ NO

PUBLIC PARTICIPATION ON SITE

Describe how garbage will be managed during events involving public participation:

NOTE: A Water and Wastewater Servicing Plan and Traffic Impact Analysis shall be submitted if maximum number of spectators is anticipated to exceed one hundred (100) persons, Land Use Bylaw C-2020-8000.

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"/>	APPLICATION FORM(S) AND CHECKLIST: All parts completed and signed.
<input type="checkbox"/>	<input type="checkbox"/>	APPLICATION FEE: Refer to Planning and Development Fee Schedule within the Master Rates Bylaw.
<input type="checkbox"/>	<input type="checkbox"/>	CURRENT LAND TITLES CERTIFICATE COPY - dated within 30 DAYS of application submission: <ul style="list-style-type: none"> • Copy of all <u>non-financial</u> instruments/caveats registered on title <input type="checkbox"/> I give the Development Authority authorization to pull a Land Title Certificate at a \$20.00 fee
<input type="checkbox"/>	<input type="checkbox"/>	TIME EXTENSION FORM: 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"/>	LETTER OF AUTHORIZATION: Signed by applicant <u>if acting on behalf</u> of the registered landowner(s).
<input type="checkbox"/>	<input type="checkbox"/>	AFFIDAVIT: If the registered owner on title is a company, signed and stamped by a Commissioner of Oaths.
<input type="checkbox"/>	<input type="checkbox"/>	COVER LETTER, shall include: <ul style="list-style-type: none"> • Proposed land use(s) and scope of work on the subject property • Detailed rationale for any variances requested • 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. • Reference to any Supporting Documents, images, studies, plans, etc. provided within the application
<input type="checkbox"/>	<input type="checkbox"/>	SITE PLAN, shall include: <ul style="list-style-type: none"> • Legal description and municipal address • All property lines, dimensions, and north arrow • Setbacks/dimensions from all property lines to existing buildings, proposed buildings, changes, etc. • Dimensions of all buildings/structures on site • Location and labels for existing/proposed approach(s)/access to property • Identify names of adjacent internal/municipal roads and highways • Identify any type of 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 of these slopes from existing/proposed structures • Location and labels for easements and/or rights-of-way on title
<input type="checkbox"/>	<input type="checkbox"/>	FLOOR PLANS/ELEVATIONS, shall include: <ul style="list-style-type: none"> • Overall dimensions on floor plans for all proposed buildings/structures • 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
<input type="checkbox"/>	<input type="checkbox"/>	PHOTOGRAPHS: 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"/>	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.)

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

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