



# DEVELOPMENT PERMIT APPLICATION

## FOR OFFICE USE ONLY

APPLICATION NO.

ROLL NO.

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: ☐ YES ☐ NO ☐ N/A

DP Checklist Included: ☐ YES ☐ NO

Name of RVC Staff Member Assisted:

### 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.

\_\_\_\_\_ 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 \_\_\_\_\_



# HOME-BASED BUSINESS (TYPE II)

## INFORMATION SHEET

FOR OFFICE USE ONLY	
APPLICATION NO.	
ROLL NO.	
LAND USE DISTRICT	

**“Home-Based Business (Type II)”** means a use where business is conducted in a Principal Building or Accessory Building with moderate weekly visits, and which may have employees who does not live on the property. Uses are secondary to the residential use of the parcel and do not change the residential appearance of the land and buildings.

### BUSINESS OPERATIONS

Business Name:

Description of Business:

Do you live on the subject parcel?

*Home-Based Business (Type II) is an accessory use of a principal dwelling.*

☐

Yes

☐

No

### NUMBER OF NON-RESIDENT EMPLOYEES

*“Home-Based Business (Type II) shall not exceed the number of non-resident employees of two (2) at any time.”*

Are you requesting a variance to the number of non- resident employees (maximum two)?

☐

Yes

☐

No

If yes, please state the number of non-resident employees requested and elaborate the reasons for the non-resident employee variance.

### BUSINESS RELATED TRIPS

*“Home-Based Business (Type II) may generate up to eight (8) business related visits per day in an Agricultural District and up to four (4) business related visits per day in all other Districts.”*

Number of business-related visits (staff or client) per day:

Number of business-related visits (staff or client) per week:

Are you requesting a variance to the number of business-related visits per day?

☐

Yes

☐

No

If yes, please elaborate on the reasons for the variance in business-related visits per day.

### COMMERCIAL VEHICLE USE (if applicable)

*“Vehicle (Commercial) means a vehicle, motor, used for commercial or industrial business operations, exceeding 5,500kg or 7.0m in length, such as gravel trucks, gravel trailers, highway truck tractors, highway truck trailers, crane trucks, welding trucks, and vacuum trucks.”*

Does your business own or operate any Commercial Vehicle(s)

☐

Yes

☐

No

If yes, Total number of Commercial Vehicles owned or operated by the Home-Based Business:

Will any Commercial Vehicle(s) owned by a second party be entering your parcel as part of this Home-Based Business use?  
(including pickups and deliveries)

☐

Yes

☐

No

If yes, what is the total number of commercial vehicles expected for pickups and deliveries:

If you answered yes to any of the above, please provide the following information:

- Total number of commercial vehicle business related visits (staff or clients) per day:
- Total number of commercial vehicle business related visits (staff or clients) per week:
- Does your parcel have direct access to a paved road? ☐ Yes ☐ No
- Please provide a traffic route that the Commercial Vehicle(s) will use to and from the subject parcel.



### EMPLOYEE AND VISITOR PARKING

Will there be any employees or visitors parked on the property?

☐ Yes

☐ No

If yes, please indicate the location of employee and visitor parking area on the site plan.

### BUSINESS USE AREA(s)

☐

Principal Building

☐

Accessory Building

☐

Outside Storage

☐

New Building

### OUTSIDE STORAGE (If applicable)

Are you proposing any Outside Storage areas for your business?

☐ Yes

☐ No

If yes, please indicate the location, setbacks to adjacent properties, dimensions and total area of the outside storage on the site plan.

### OUTSIDE STORAGE AREA (If applicable)

*"Outside Storage may not exceed 400.0 m<sup>2</sup> (4305.56 ft<sup>2</sup>) or 1% of the parcel area, whichever is less."*

What is the total area of the proposed Outside Storage?

Are you requesting a variance to the allowable area of Outside Storage?

☐ Yes

☐ No

If yes, please elaborate on the reasons for the variance of Outside Storage Area(s).

### OUTSIDE STORAGE SCREENING (If applicable)

*"Outside Storage must be screened from view of adjacent lands and roads."*

What measures will be taken for screening from view of adjacent lands and roads? (i.e., landscaping, fencing etc.)

### SETBACK VARIANCE REQUESTED (If applicable)

*"Outside Storage must meet the minimum setback requirements for buildings."*

Does your Outside Storage meet the minimum setback requirements for buildings?

☐ Yes

☐ No

Are you requesting a variance to the minimum setback requirements for Outside Storage?

☐ Yes

☐ No

If yes, please elaborate on the reasons for the variance of minimum setback requirements.

### HOURS OF OPERATION

*"Home-Based Business (Type II) shall not operate between the hours of 18:00 and 8:00 if the business generates noise."*

Does your proposed Home-Based Business (Type II) generate noise?

☐ Yes

☐ No

If yes, are you proposing to operate between 18:00 and 8:00 hours?

☐ Yes

☐ No

### NOISE MANAGEMENT PLAN

*Intent: To minimize unreasonable disturbance to adjacent residents due to business operations.*

- Design and site plan considerations for appropriate business use area(s):
- Operational arrangements/noise control measures for business use indoor and outdoor area(s):
- A noise complaint response process (how would you work with adjacent residents):
- A noise consideration plan if the business is operating between 18:00 and 8:00 hours:

### SIGNAGE (If applicable)

*"Only one (1) Fascia Sign or Freestanding Sign is permitted, at the discretion of the Development Authority."*

Are there any proposed signage on site?

☐

Yes

☐

No

*If yes, please complete [Signage - Information Sheet](#).*

### CONFIRMATION OF PARCEL USE

Please describe how the Home-Based Business will be secondary to the residential use of the parcel and measures taken to not change the residential appearance of the parcel:

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

**Date** \_\_\_\_\_



## DEVELOPMENT PERMIT APPLICATION CHECKLIST – HOME-BASED BUSINESS (TYPE II)

**PLEASE CHECK OFF [✓] ALL THAT ARE INCLUDED IN THE APPLICATION PACKAGE.**  
Incomplete applications may not be accepted for processing.

Applicant	Office Use	All plans shall be submitted as one PDF document in DIGITAL form
<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>INFORMATION SHEET(S):</b> A completed Home-Based Business (Type II) Information sheet. If new accessory building(s) is proposed, please complete <a href="#">Accessory Building(s) – Information Sheet</a> . If signage is proposed, please complete <a href="#">Signage – Information Sheet</a> .
<input type="checkbox"/>	<input type="checkbox"/>	<b>CURRENT LAND TITLES CERTIFICATE COPY:</b> Dated within <b>30 DAYS</b> of application submission. It can be obtained at <a href="https://alta.registries.gov.ab.ca/spinii">Spin2 (https://alta.registries.gov.ab.ca/spinii)</a> OR <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"/>	<b>COPY OF ALL NON-FINANCIAL INSTRUMENTS/CAVEATS REGISTERED ON TITLE, if any:</b> It can be obtained at <a href="https://alta.registries.gov.ab.ca/spinii">Spin2 (https://alta.registries.gov.ab.ca/spinii)</a> OR <input type="checkbox"/> I give the Development Authority authorization to pull the instruments at a fee of \$20.00 each.
<input type="checkbox"/>	<input type="checkbox"/>	<b>TIME EXTENSION AGREEMENT:</b> Authorizing the County to continue reviewing 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 landowner, authorizing third party representation to act on their behalf as the applicant.
<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>Details on days/hours of work, number of employees, parking provisions, types of vehicles, business-related outdoor area, 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/outside storage on site</li> <li>Location and 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> <li>Identify any parking area/parking plan for business operations</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 and 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: ☐ Information Sheet ☐ Parcel Summary ☐ Site Aerial ☐ Land Use Map Aerial ☐ Site Plan

**NOTES:**

**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



**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).

*Commissioner of Oaths Stamp*

**Signature**

A Commissioner for Oaths in and for Alberta