

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: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A				DP Checklist Included: <input type="checkbox"/> YES <input type="checkbox"/> NO			
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: https://extmapviewer.aer.ca/AERAbandonedWells/Index.html)						<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.

_____ **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 _____



DOCUMENTS REQUIRED FOR REVIEW

- ☐ **INFORMATION SHEET:** All parts completed and signed.
- ☐ **REVIEW FEE:** Refer to Planning and Development Fee Schedule within the [Master Rates Bylaw](#).
- ☐ **AUTHORIZATION LETTER:** Signed by registered owner(s) if authorizing a person acting on behalf. Authorization on company letterhead or as an affidavit required if owner on title is listed as a company.
- ☐ **SITE PLAN, indicating:**
 - ☐ North arrow, legal description, municipal building/unit address, and adjacent roadways
 - ☐ Location of building/unit, parking area (with number of stalls), existing/proposed access to property
 - ☐ Location of proposed outside storage area and/or signage (if requested)
- ☐ **FLOOR PLAN(S):** Building/unit dimensions, number of floors, floor areas and labelled use(s).
- ☐ **SIGNAGE:** Building/unit elevations (existing/new) with design, height, type and dimensions of sign (if requested).
- ☐ **COLOUR PHOTOS (Min. 3):** Of existing building/unit, proposed outdoor storage, signage location, etc.

FOR OFFICE USE ONLY

Roll Number:		Municipal Address:
Land Use District:		Reviewed by:
EXISTING/APPROVED		PROPOSED
Approved use(s)	Related DP Number	Use(s):
1.		1.
2.		2.
Tenant/Company:		Tenant/Company:
Total business area:		Total business area:
Includes office area?		New office area (if applicable):
Floors included:		Floors included:
Required parking stalls (LUB):		Required parking stalls (LUB):
Approved parking stalls (DP):		Available stalls:
Assigned stalls (for unit/use):		Assigned stalls (for unit/use):
Number/type of signage:		New signage or retain existing:

TENANCY ASSESSMENT

- | | |
|---|--|
| 1. Does the new tenant change the use from existing/approved use(s)? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. Does the proposed total area of business require additional parking on site? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| a) Can the existing/approved parking on-site accommodate the additional area? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. Does the proposed sign (if requested) require a separate development permit? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. Does the tenancy change negatively impact adjacent use(s) or parcels? | <input type="checkbox"/> YES <input type="checkbox"/> NO |

Review Notes:

☐ **TENANCY CHANGE APPROVED** **Development Officer Signature:** _____
Approval Date: _____

NOTE: Original signed form to be provided to Applicant. Copy of signed form to be placed within original DP file.

Included within file: ☐ Signed New Tenant Form Copy ☐ Parcel Summary/Site Aerials ☐ Floor Plan(s) ☐ Site Plan



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

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