



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.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 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 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 _____



SIGNAGE - GENERAL

INFORMATION SHEET

FOR OFFICE USE ONLY	
APPLICATION NO.	
ROLL NO.	
DISTRICT	

SIGN DETAILS	SIGN 1	SIGN 2	SIGN 3	SIGNAGE LIST
Located on or off-site?				Sign Type: <ul style="list-style-type: none"> • Awning/Canopy • Billboard • Digital Display • Fascia • Freestanding • Inflatable • Portable • Projecting • Roof Purpose of Sign: <ul style="list-style-type: none"> • Advertisement • Directional • Information
Indicate <i>Sign Type</i> :				
Area of sign (m ² / ft. ²)				
Length of sign (m / ft.)				
Width of sign (m / ft.)				
Height from grade to bottom of sign (m/ ft.)				
Indicate <i>Sign Purpose</i> :				
Attached to: structure, building, or vehicle?				
Method of support				
Sign material				
Sign illuminated?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	

NOTE: For digital display signs, attach *Signage - Digital Displays Information Sheet* along with this form.

SPECIFIC SITE PLAN REQUIREMENTS

Required on the Site Plan in addition to DP Checklist - General requirements (select if provided):

- ☐ Show sign location/setbacks in relation to property boundaries and buildings
- ☐ Distance from sign to another similar/distinct sign if present on site (indicate all sign types)
- ☐ Distance from sign to overhead power and service lines, and/or road right of ways (as applicable)
- ☐ Distance from sign to highway, public roadway, and/or back of curb (as applicable)

SIGN ELEVATIONS AND DESIGN

Required in addition to DP Checklist - General requirements (select if provided):

- ☐ Minimum clearance above grade to bottom of sign (for awing/canopy, billboard, and projecting signs)
- ☐ Dimensions of sign projection from structure, building, or vehicles (as applicable)
- ☐ Design samples/digital sketches including sign content, structure, dimensions etc.
- ☐ Type of sign construction and finishing to be utilized
- ☐ Photographs of the proposed site showing adjacent properties and signs within approximately 30.0 m (98.43 ft.) of the proposed sign location
- ☐ Photographs of site and structure(s)/building(s) identifying proposed sign location
- ☐ Details of illuminated or digital signs (*For digital signage, Signage - Digital Displays Information Sheet to be completed in accordance with Section 212 of the Land Use Bylaw*)

Refer to Section 92(r) of the Land Use Bylaw C-8000-2020 for signs not requiring a development permit.

Refer to Signage regulations under Sections 151-153 and 212-224 for sign specific requirements.

Applicant Signature _____

Date _____



SIGNAGE - DIGITAL DISPLAYS

INFORMATION SHEET

FOR OFFICE USE ONLY	
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CONTACT DETAILS

Full name of person with technology controls of the sign:

Business name (if applicable):

Telephone (Primary):

Alternative:

Email:

GENERAL AND SITE REQUIREMENTS

I, _____, (Applicant/Owner) propose to install a Digital Display sign at _____ (address), and confirm compliance to Section 212 Digital

Display, Land Use Bylaw C-8000-2020 requirements, as follows:

GENERAL REQUIREMENTS:

- ☐ The digital display will be static and remain in place for a minimum of 6.0 seconds before switching to the next copy.
Proposed display time for each slide/copy: _____ seconds
- ☐ The maximum transition time between each digital copy will not exceed 0.25 seconds.
Proposed transition time: _____ seconds
- ☐ The digital display will not use full motion video or otherwise give the appearance of animation or movement.
- ☐ The transition between each digital copy will not be displayed using any visible effects, including but not limited to action, motion, fading in and out, dissolving, blinking, intermittent or flashing light, or the illusion of such effects.
- ☐ Copy will not be shown in a manner that requires the copy to be viewed or read over a series of sequential copy messages on a single digital display, or sequenced on multiple digital displays.
- ☐ The digital display will be equipped with an ambient light sensor.
- ☐ The digital display will not increase the light levels adjacent to the digital display by more than 3.0 LUX above the ambient light level.
- ☐ The light output of a digital display is **proposed at** _____ Nits, from sunrise to sunset, in accordance with the maximum luminance levels under Section 212(i) when measured from the sign face at its maximum brightness in this **Residential/Business/Commercial/Industrial/Other:** _____ **district.**
- ☐ If any component on the sign fails or malfunctions in any way, or fails to operate as indicated on the approved development permit plans, the sign will be turned off until all components are fixed and operating as required.
- ☐ The back of the digital display and all cut-outs will be enclosed.
- ☐ The space between the faces of a double-faced digital display will be enclosed.

SITE REQUIREMENTS:

- ☐ Where a digital display is visible from and located within 125.0 m (410.11 ft.) of a building containing a Dwelling Unit, the sign will not operate, or will only display a black screen between 10 p.m. and 7 a.m.
- ☐ The electrical power supply to a digital Message Sign will be provided underground.
- ☐ A digital display is located at least 300.0 m (984.25 ft.) from another digital display.
- ☐ Trees required under an approved development permit will not be removed or altered in any way to accommodate the placement or visibility of a digital display.
- ☐ The lighting or orientation of a digital display shall not adversely affect any neighbouring residential areas.

Specification Requirement: Has a detailed specification sheet/operating standards from the manufacturer (identifying both the NITS and dimming option for night time hours) been provided? ☐ **YES, included in application package** ☐ **NO**

VARIANCE(S) REQUESTED

List any variances requested on above requirements. Variance rationale letter must be attached:

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:

NW/NE/SE/SW 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