



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.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 _____



STRIPPING, GRADING, EXCAVATION AND/OR FILL INFORMATION SHEET

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APPLICATION NO.

ROLL NO.

DISTRICT

DETAILS

Total area of work (m² / ft² / ac.)

Length (m / ft.)

Width (m / ft.)

Height (m / ft.)

Volume (m³ / ft³.)

Number of truckloads (approx.)

Slope factor (if applicable)

APPLICATION FOR (check all that apply):

- ☐ Site Stripping ☐ Fill
☐ Grading ☐ Re-contouring
☐ Excavation (cut-to-fill) ☐ Excavation (borrow areas)
☐ Construction of artificial waterbody (not including dugouts)
☐ Stockpiling
☐ Other: _____

DESCRIPTION OF WORK

Indicate the timing/duration of work:

Amount of Days (approx.):

Potential start date:

General hours of daily work:

Potential end date:

Describe the purpose and intent of the work proposed (include cover letter for detailed description):

Describe your soil-handling plan depicting movement of fill on site:

Indicate the effect(s) on existing drainage patterns or environmentally sensitive areas (riparian areas, wetlands, etc.):

Describe methods in weed management, mitigation of dust, and erosion:

SITE INFORMATION

Does any of the proposed fill contain any rubble or hazardous substances?

☐ YES ☐ NO

Is any material coming from off site?

☐ YES ☐ NO

If so, please indicate from where: _____

Applicant Signature _____

Date _____



DEVELOPMENT PERMIT APPLICATION CHECKLIST – STRIPPING & GRADING

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 <u>all 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 if <u>acting on behalf</u> of the registered landowner(s). <ul style="list-style-type: none"> If the registered landowner is a company, please include Affidavit (signed by commissioner of Oaths).
<input type="checkbox"/>	<input type="checkbox"/>	COVER LETTER, shall include: <ul style="list-style-type: none"> Proposed material that will be placed on the parcel (Clay, topsoil, gravel, etc) Purpose of the grading/placement of material, and location of where material was obtained Number of days and hours of project with approximate start and end dates Weed Management Plan – How will weeds be adequately managed upon placement? Traffic Control Plan – Construction management for traffic flow Methods to mitigate dust and erosion resulting from ongoing work
<input type="checkbox"/>	<input type="checkbox"/>	DETAILED SITE PLAN(S), shall include: <ul style="list-style-type: none"> A pre-development grading plan AND a post-development grading plan Legal description and municipal address All property lines, dimensions, and north arrow Dimensions of work highlighted, with approximate length and width dimensions shown (in ft. or m.) The depths or grade change of material for each area of work Location of wetlands, watercourses, and any ecologically sensitive areas Location and labels for existing/proposed approach(s)/access to property Identify names of adjacent internal/municipal roads and highways Identify oil wells, septic fields/tanks, or water wells on site, including distance to proposed work area 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"/>	HAUL ROUTE MAP: <ul style="list-style-type: none"> A clear map providing the haul route (Google maps, or similar will suffice) If the haul route includes travel within other municipalities (Calgary, Airdrie, etc), an RUA from the respective municipally is required This information will help determine if a Road Use Agreement (RUA) is require
<input type="checkbox"/>	<input type="checkbox"/>	PHOTOGRAPHS: Of existing site features, where work will take place, including surrounding context.
<input type="checkbox"/>	<input type="checkbox"/>	SUPPORTING DOCUMENTS (may be required for approval): Stormwater Management Plan, Fill Management Plan, Soil Quality Report, and any additional plans relating to the proposed development.

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 & 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

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