



# DEVELOPMENT PERMIT RENEWAL APPLICATION

## FOR OFFICE USE ONLY

APPLICATION NO.

ROLL NO.

FEES PAID

DATE OF RECEIPT

PREVIOUS DEVELOPMENT PERMIT NUMBER (Eg: PRDP#):

LEGAL LAND DESCRIPTION OR MUNICIPAL ADDRESS:

### 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):

Telephone (Primary):

Email:

### RENEWAL APPLICATION DETAILS

### APPLICANT ACKNOWLEDGEMENT

I hereby acknowledge (Applicant initials below):

\_\_\_\_\_ That I have read and understand my current development permit and associated conditions.

\_\_\_\_\_ That there are **no** proposed changes to my current development permit and associated conditions.

#### OR

\_\_\_\_\_ That I am proposing changes to my current development permit and associated conditions.

*Please identify the proposed changes below:*

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\_\_\_\_\_ That updated information may be required at the discretion of the Development Authority.

### 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  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| (Well Map Viewer: <a href="https://extmapviewer.aer.ca/AERAbandonedWells/Index.html">https://extmapviewer.aer.ca/AERAbandonedWells/Index.html</a> ) |                              |                             |
| d. Subject site has direct access to a developed Municipal Road (accessible public roadway)   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |



## APPLICATION CHECKLIST – DP RENEWAL APPLICATION

Select [✓] all that are included within application package. Incomplete applications may not be accepted for processing

- ☐ **CURRENT LAND TITLES CERTIFICATE COPY - dated within 30 days of application:**
- ☐ I have included a current Land Titles Certificate with my submission
  - ☐ I agree to have the County pull a current Land Title Certificate for an addition charge of \$20.00
- ☐ **LETTER OF AUTHORIZATION - dated within 30 days of application:** Signed by the registered landowner(s) authorizing person acting on behalf (if not the Applicant). If registered owner on title is a company, authorization to be provided on a company letterhead or as an affidavit (signed by a Commissioner of Oaths).
- ☐ **DEVELOPMENT PERMIT TIME EXTENSION AGREEMENT**
- ☐ **INFORMATION SHEET (if applicable, as required by the Development Authority)**
- ☐ **REVISED SITE PLAN (if applicable, as required by the Development Authority)**
- ☐ Identify site boundaries, business area, any outdoor storage area with dimensions, signage location, any changes to setbacks etc.
- ☐ **COVER LETTER (if applicable, as required by the Development Authority), including:**
- ☐ Detail proposal and any changes/deviations from the approved development permit for example: changes to scope of work, area of operation on site, day and hours of operation, number of employees, parking provisions, etc.
  - ☐ Identify any variances requested for the proposed operations.

Please send complete submission to [development@rockyview.ca](mailto:development@rockyview.ca). Once a County representative has verified completeness, they will contact you to collect payment.

## 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 (complete *Landowner Authorization* letter).

\_\_\_\_\_ 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 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.

\_\_\_\_\_ **Right of Entry (Site Inspection):** 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 \_\_\_\_\_

Date \_\_\_\_\_

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	
<b>NOTES FOR FILE MANAGER:</b>	
<b>Staff Signature:</b>	



# FARM DWELLING RENEWAL

## INFORMATION SHEET

In accordance with the Land Use Bylaw C-8000-2020, all Development Permit renewal applications for a Farm Dwelling use will be converted to a Dwelling, Manufactured use upon renewal. Once approved, the Dwelling, Manufactured development permit will become permanent and no longer require renewals.

FOR OFFICE USE ONLY	
APPLICATION NO.	
ROLL NO.	
RENEWAL TO:	
DISTRICT	

DETAILS/DESCRIPTION		
Gross floor area of dwelling	(m <sup>2</sup> )	(ft <sup>2</sup> )
Height of building (existing)	(m)	(ft)
Contains sleeping, cooking, and sanitary facilities?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Number of bedrooms		
Is at-least one parking space available for the farm dwelling?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Is the dwelling built on a permanent foundation?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Are water and wastewater services in place for the existing farm dwelling? If so, what kind:		

I hereby acknowledge that I have read and understood the conditions of the approved development permit and will provide a revised site plan upon request.

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

Date \_\_\_\_\_



## 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

\*\*\*Please complete this Affidavit if the registered owner (listed 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



\*\*\*Please complete this form if the registered owner (listed on Title) is an individual other than the applicant. \*\*\*

## 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