

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 _____

Landowner Signature _____

Date _____

Date _____



CHANGE OF USE INFORMATION SHEET

FOR OFFICE USE ONLY	
APPLICATION NO.	
ROLL NO.	
DISTRICT	

TENANT

Tenant/Operator Name:	Telephone (Primary):
Business/Organization Name:	

USE(S) PER LAND USE BYLAW

Existing use(s)/Business:

Proposed use(s):

USE DETAILS

Total area for the proposed use(s) (including all floors, mezzanines, buildings etc.) (m2 / ft.2):

Briefly describe the nature of the proposed use(s) (attach cover letter for complete details):

BUSINESS/USE OPERATIONAL DETAILS

Days of operation: _____ Hours of operation: _____

Number of daily customer visits (anticipated): _____

Total number of assigned parking spaces: _____ For staff: _____ For customer: _____

How will overflow parking be managed? Are there overflow parking stalls available and how many?

OTHER

Describe any changes proposed to the interior or exterior of the building/unit:

Any outdoor storage required: YES, specify outdoor storage area (m2 / ft.2): _____ NO

Any signage proposed on site: YES, attach *Signage - Information Sheet* with required documents NO

ADDITIONAL REQUIREMENTS

In addition to DP Checklist - General requirements, the application shall include:

- Floor plans indicating overall floor area(s) and areas of specific uses (i.e. office, warehouse, storage etc.)
- Site Plan including:
 - o location of building/unit
 - o proposed parking area (with number of stalls)
 - o existing/proposed access to property
 - o location of proposed outside storage area and/or signage (as applicable)

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

- Application Form(s) and Checklist: All parts completed and signed.
Application Fee: Refer to Planning and Development Fee Schedule within the Master Rates Bylaw.
Current Land Titles Certificate Copy - dated within 30 days of application submission:
- Copy of all non-financial instruments/caveats registered on title
- I give the Development Authority authorization to pull a Land Title Certificate at a \$20.00 fee
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).
Letter of Authorization: Signed by applicant if acting on behalf of the registered landowner(s).
Affidavit: If the registered owner on title is a company, signed and stamped by a Commissioner of Oaths.
Cover Letter, shall include:
- 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
Site Plan, shall include:
- 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
Floor Plans/Elevations, shall include:
- 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
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.
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: Information Sheet Parcel Summary Site Aerial Land Use Map Aerial 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:

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