ROCKY VIEW COUNTY

FOR OFFICE USE ONLY	
APPLICATION NO.	
ROLL NO.	
RENEWAL OF	
FEES PAID	
DATE OF RECEIPT	

DEVELOPMENT PERMIT
APPLICATION

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: ☐ **YES** ☐ **NO** ☐ **N/A**				**DP 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 (Well Map Viewer: https://extmapviewer.aer.ca/AERAbandonedWells/Index.html)	☐ YES ☐ NO
d.	Subject site has direct access to a developed Municipal Road (accessible public roadway)	☐ YES ☐ NO

ROCKY VIEW COUNTY

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 _____

ROCKY VIEW COUNTY

FOR OFFICE USE ONLY	
APPLICATION NO.	
ROLL NO.	
LAND USE DISTRICT	

HOME-BASED BUSINESS (TYPE II)

INFORMATION SHEET

"Home-Based Business (Type II)" means a use where business is conducted in a Principal Building or Accessory Building with moderate weekly visits, and which may have employees who does not live on the property. Uses are secondary to the residential use of the parcel and do not change the residential appearance of the land and buildings.
BUSINESS OPERATIONS
Business Name:
Description of Business:
Do you operate, or have you operated, this business elsewhere? ◉ Yes ○ No. If yes where:
Do you live on the subject parcel? *Home-Based Business (Type II) is an accessory use of a principal dwelling.* ○ Yes ○ No
NUMBER OF NON-RESIDENT EMPLOYEES (Employees that do not live on the subject parcel)
Do you have any non-resident employees? ○ Yes ○ No
"Home-Based Business (Type II) shall not exceed the number of non-resident employees of two (2) at any time."
Are you requesting a variance to the number of non-resident employees (maximum two)? ○ Yes ○ No
If yes, state the number of non-resident employees requested and the reason for the variance.
BUSINESS RELATED TRIPS
"Home-Based Business (Type II) may generate up to eight (8) business-related visits per day in an Agricultural District and up to four (4) business related visits per day in all other Districts."
Number of business-related visits (staff or client) per day: Number of business-related visits (staff or client) per week:
Are you requesting a variance to the number of business-related visits per day? ○ Yes ○ No
If yes, please elaborate on the reasons for the variance in business-related visits per day.
COMMERCIAL VEHICLE USE *(if applicable)*
The County's Land Use Bylaw defines a "Vehicle (Commercial)as a vehicle, motor, used for commercial or industrial business operations, ***exceeding 5,500kg or 7.0m in length, such as gravel trucks, gravel trailers, highway truck tractors, highway truck trailers, crane trucks, welding trucks, and vacuum trucks."***
Does your business own or operate any Commercial Vehicle(s) ○ Yes ○ No
If yes, Total number of Commercial Vehicles owned or operated by the Home-Based Business:
Will any Commercial Vehicle(s) owned by a second party be entering your parcel as part of this Home-Based Business use? *(including pickups and deliveries)* ○ Yes ○ No
If yes, what is the total number of commercial vehicles expected for pickups and deliveries:
If you answered yes to any of the above, please provide the following information: • Total number of commercial vehicle business related visits (staff or clients) per day: • Total number of commercial vehicle business related visits (staff or clients) per week: • Does your parcel have direct access to a paved road? ○ Yes ○ No • Please provide a traffic route that the Commercial Vehicle(s) will use to and from the subject parcel.

ROCKY VIEW COUNTY

EMPLOYEE AND VISITOR PARKING

Will there be any employees or visitors parked on the property? ◯ Yes ◯ No

If yes, please indicate the location of employee and visitor parking area on the site plan.

BUSINESS USE AREA(s) ☐ Principal Building ☐ Accessory Building ☐ Outside Storage ☐ New Building

OUTSIDE STORAGE *(If applicable)*

Are you proposing any Outside Storage areas for your business? ◯ Yes ◯ No

If yes, please indicate the location, setbacks to adjacent properties, dimensions and total area of the outside storage on the site plan.

OUTSIDE STORAGE AREA *(If applicable)*

"Outside Storage may not exceed 400.0 m2 (4305.56 ft2) or 1% of the parcel area, whichever is less."

What is the total area of the proposed Outside Storage?

Are you requesting a variance to the allowable area of Outside Storage? ◯ Yes ◯ No

If yes, please elaborate on the reasons for the variance of Outside Storage Area(s).

OUTSIDE STORAGE SCREENING *(If applicable)*

"Outside Storage must be screened from view of adjacent lands and roads."

What measures will be taken for screening from view of adjacent lands and roads? (i.e., landscaping, fencing etc.)

SETBACK VARIANCE REQUESTED *(If applicable)*

"Outside Storage must meet the minimum setback requirements for buildings."

Does your Outside Storage meet the minimum setback requirements for buildings? ◯ Yes ◯ No

Are you requesting a variance to the minimum setback requirements for Outside Storage? ◯ Yes ◯ No

If yes, please elaborate on the reasons for the variance of minimum setback requirements.

HOURS OF OPERATION

"Home-Based Business (Type II) shall not operate between the hours of 18:00 and 8:00 if the business generates noise."

Does your proposed Home-Based Business (Type II) generate noise? ◯ Yes ◯ No

If yes, are you proposing to operate between 18:00 and 8:00 hours? ◯ Yes ◯ No

ROCKY VIEW COUNTY

NOISE MANAGEMENT PLAN
Intent: To minimize unreasonable disturbance to adjacent residents due to business operations.
• Design and site plan considerations for appropriate business use area(s): • Operational arrangements/noise control measures for business use indoor and outdoor area(s): • A noise complaint response process (how would you work with adjacent residents): • A noise consideration plan if the business is operating between 18:00 and 8:00 hours:

SIGNAGE (If applicable)		
"Only one (1) Fascia Sign or Freestanding Sign is permitted, at the discretion of the Development Authority."		
Are there any proposed signage on site?	○ Yes	○ No
If yes, please complete Signage - Information Sheet.		

CONFIRMATION OF PARCEL USE
Please describe how the Home-Based Business will be secondary to the residential use of the parcel and measures taken to not change the residential appearance of the parcel:

Applicant Signature _____ **Date** _____

ROCKY VIEW COUNTY

DEVELOPMENT PERMIT APPLICATION CHECKLIST – HOME-BASED BUSINESS (TYPE II)

PLEASE CHECK OFF [√] ALL THAT ARE INCLUDED IN THE APPLICATION PACKAGE.
Incomplete applications may not be accepted for processing.

Applicant	Office Use	All plans shall be submitted as one PDF document in DIGITAL form
☐	☐	**APPLICATION FORM(S) AND CHECKLIST**: All parts completed and signed.
☐	☐	**INFORMATION SHEET(S):** A completed Home-Based Business (Type II) Information sheet. If new accessory building(s) is proposed, please complete Accessory Building(s) – Information Sheet. If signage is proposed, please complete Signage – Information Sheet.
☐	☐	**CURRENT LAND TITLES CERTIFICATE COPY:** Dated within **30 DAYS** of application submission. It can be obtained at Spin2 (https://alta.registries.gov.ab.ca/spinii) OR ☐ I give the Development Authority authorization to pull a Land Title Certificate at a $20.00 fee.
☐	☐	**COPY OF ALL NON-FINANCIAL INSTRUMENTS/CAVEATS REGISTERED ON TITLE, if any:** It can be obtained at Spin2 (https://alta.registries.gov.ab.ca/spinii) OR ☐ I give the Development Authority authorization to pull the instruments at a fee of $20.00 each.
☐	☐	**TIME EXTENSION AGREEMENT:** Authorizing the County to continue reviewing 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 landowner, authorizing third party representation to act on their behalf as the applicant.
☐	☐	**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 • Details on days/hours of work, number of employees, parking provisions, types of vehicles, business-related outdoor area, 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/outside storage on site • Location and 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 • Identify any parking area/parking plan for business operations
☐	☐	**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 and 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: _____

ROCKY VIEW COUNTY

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

ROCKY VIEW COUNTY

Letter of Authorization

Property/Land (Legal Description as described in the Certificate of Title)**:**

_____

_____

municipally described as _____
(if a municipal address is available)

(the "Lands")

☐ *Attach a new sheet as Schedule "A" if more space is required*

Owner(s):

List the full legal names of all landowners as shown on the Certificate of Title:

_____

_____

(the "Owner")

☐ *Attach a new sheet as Schedule "B" if more space is required*

Authorized Agent:

Full legal name of the individual or company and the name of the primary contact person:

_____

Primary Contact Person: _____

Mailing address: _____

Email address: _____

Phone number: _____

(the "Authorized Agent")

Application:

☐ Local Plan
☐ Redesignation
☐ Subdivision
☐ Development Permit
☐ New Business Tenant
☐ Other: _____

ROCKY VIEW COUNTY

The Owner hereby authorizes the Authorized Agent to act for and on behalf of the Owner in respect of the above-noted application(s) concerning the Lands, including to:

1. prepare, sign, submit, amend, and withdraw the application(s);
2. communicate and correspond with Rocky View County;
3. receive notices, correspondence, records, comments, and decisions relating to the application(s);
4. provide supporting material, plans, studies, and responses on the Owner's behalf; and
5. attend meetings, hearings, and appeal-related processes associated with the application(s), where permitted by applicable legislation and procedure.

This authorization remains effective until the application is concluded, withdrawn, or this authorization is revoked in writing and notice of the revocation is delivered to Rocky View County.

DATED at _____ of _____, in the Province of _____, this _____ day of _____, 20_____.

_____
Signature of the Owner

_____
Name

☐ *Where additional space is required, attach a separate sheet containing signature lines for all owners listed on the Certificate of Title.*

ROCKY VIEW COUNTY

Letter of Authorization for Corporation

Property/Land (Legal Description as described in the Certificate of Title)**:**

_____

_____

municipally described as _____
(if a municipal address is available)

(the "Lands")

☐ *Attach a new sheet as Schedule "A" if more space is required*

Owner:

Full legal name of registered owner corporation as shown on the Certificate of Title:

_____

(the "Owner")

Authorized Agent:

Full legal name of the individual or company and the name of the primary contact person:

_____

Primary Contact Person: _____

Mailing address: _____

Email address: _____

Phone number: _____

('the "Authorized Agent")

Application:

☐ Local Plan
☐ Redesignation
☐ Subdivision
☐ Development Permit
☐ New Business Tenant
☐ Other: _____

ROCKY VIEW COUNTY

The Owner hereby authorizes the Authorized Agent to act for and on behalf of the Owner in respect of the above-noted application(s) concerning the Lands, including to:

1. prepare, sign, submit, amend, and withdraw the application(s);
2. communicate and correspond with Rocky View County;
3. receive notices, correspondence, records, comments, and decisions relating to the application(s);
4. provide supporting material, plans, studies, and responses on the Owner's behalf; and
5. attend meetings, hearings, and appeal-related processes associated with the application(s), where permitted by applicable legislation and procedure.

This authorization remains effective until the application is concluded, withdrawn, or this authorization is revoked in writing and notice of the revocation is delivered to Rocky View County.

DATED at _____ of _____, in the Province of _____, this _____ day of _____, 20_____.

_____
(*Legal name of Owner corporation*)

Per: _____
Signature of authorized signing officer

Name: _____
Title: _____

I have authority to bind the corporation.

AFFIDAVIT VERIFYING CORPORATE SIGNING AUTHORITY

Form 31.1

Land Titles Act

Section 161

I, _____, of _____, in the Province of _____ [make oath and say]/[solemnly affirm and declare]:

1. I am an officer or a director of [Full legal name of registered owner corporation (verify using a bank statement, certificate of incorporation or a corporate registry search)] named in the within or annexed instrument.

2. I am authorized by the corporation to execute the instrument without affixing a corporate seal.

[AFFIRMED/SWORN] before me at _____ of _____, Alberta this ____ day of_____, 20___	)	
_____ A Commissioner for Oaths in and for Alberta Name: Expiry date of commission or office: _____	)	_____