



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: 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)	<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.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 FOIP or copyright issues, please contact the Manager of Planning at 403-230-1401.

Applicant Signature _____

Landowner Signature _____

Date _____

Date _____



SHIPPING CONTAINER INFORMATION SHEET

FOR OFFICE USE ONLY	
APPLICATION NO.	
ROLL NO.	
DISTRICT	
PARCEL SIZE	

DETAILS	
Number of shipping container(s) proposed	
Total number of shipping container(s) currently present on the parcel, if applicable	
Total size (footprint) of the proposed shipping container(s)	(m ² / ft. ²)
Total size (footprint) of all existing accessory buildings, shipping container(s) and proposed shipping container(s)	(m ² / ft. ²)
BUILDING DESCRIPTION	
Exterior colour of the shipping container(s) <i>'The Shipping Container(s) shall complement any nearby existing buildings in exterior color.'</i>	
Purpose / Use of the shipping container(s)	
<i>If placed on an Agricultural Parcel and be used for Agricultural Purposes, please fill out the attached Farm Building Exemption Form.</i>	
PROXIMITY TO ADJACENT DWELLING UNITS	
<i>"A Shipping Container placed within 76.20 m (250.00 ft.) of any adjacent dwelling units not located on the subject parcel shall be treated with additional design measures and/or landscaping to the satisfaction of the Development Authority."</i>	
Is the Shipping Container(s) placed within 76.20m (250.00 ft.) from any dwelling units present on adjacent parcels? Rocky View County Atlas	Yes No
If yes, what are the additional design measures and/or landscaping features proposed to screen the shipping container(s)?	
SETBACK VARIANCE REQUESTED (If applicable)*	
<i>'Shipping Containers shall be placed at least 50.0 m (164.04 ft.) away from a parcel holding an Agricultural or Residential District designation, with a dwelling unit on the adjacent parcel and comply with the required setback from County roads, Highways and Service Roads in any District, whichever is greater.'</i>	
*Please refer to the applicable Land Use District to check for variances, if any - Rocky View County Land Use Bylaw	
Are you requesting a variance to the setbacks from the property lines to the shipping container?	Yes No
If yes, please elaborate the reasons for the setback variance.	
NOTE: Application must include a Site Plan identifying location of the proposed shipping container(s) (including setbacks from adjacent parcels); location and size (footprint) of all existing accessory building(s); photographs; and all requirements of the Development Permit Checklist.	

Applicant Signature _____

Date _____

DEVELOPMENT PERMIT APPLICATION CHECKLIST – SHIPPING CONTAINER(S)

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

Applicant To Check	Office Use Only	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 Shipping Container sheet.

- If the Shipping Container is to be used for Agricultural Purposes, please fill out the attached Farm Building Exemption Form ONLY;
- If the Shipping Container is to be used for NON Agricultural Purposes, please fill out the attached Declaration of Use Form ONLY (Please note: The use of a Shipping Container for Non Agricultural Purposes requires a Building Permit through the County's Building Services department).

CURRENT LAND TITLES CERTIFICATE COPY: Dated within 30 DAYS of application submission. It can be obtained at [SpinIIHost](#) OR

I give the Development Authority authorization to pull a Land Title Certificate at a fee of \$20.00.

COPY OF ALL NON-FINANCIAL INSTRUMENTS/CAVEATS REGISTERED ON TITLE, if any: It can be obtained at [SpinIIHost](#) 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 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 representative 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:

- Purpose/Use of the Shipping Container(s)
- Detailed rationale for any variances requested

SITE PLAN, shall include:

- Legal description and municipal address
- All property lines, dimensions, and north arrow
- Setbacks from all property lines to the proposed shipping container(s), and existing building(s) and dwelling unit(s).
- Distance from dwelling unit(s) present on adjacent parcels to the proposed shipping container(s), if applicable
- Labels and dimensions of all building(s)/structure(s) on site
- Land Use Districts of adjacent parcels – [Rocky View Atlas](#)
- 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

PHOTOGRAPHS:

- Minimum four (4) photographs of each shipping container(s) showing all sides
- Photographs of the existing dwelling unit(s) / building(s) on site.

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

DECLARATION OF USE – FARM BUILDING EXEMPTION

Farm buildings shall meet and adhere to all the definitions and exemptions within the National Building Code (AE), *Safety Codes Act*, *Agricultural Operation Practices Act*, and the *Land Use Bylaw*.

Details of the farm building occupancy (choose yes if applicable):

What is the total occupant load? (# of people): _____		
Low Human Occupancy – Less than one person per 40 m ² (430.6 sf)	Yes	No
Housing livestock, the storage of feed for livestock	Yes	No
Storing, sorting, grading, or growing agricultural products associated with the agricultural operation	Yes	No
Secondary processing of agricultural products (e.g. producing a new product)	Yes	No
Storing or maintaining machinery and/or equipment associated with the agricultural operation	Yes	No
Horse riding arena, exercise or training facility not used by the public (Private riding arena)	Yes	No
Will the building be open to the public or provide retail sales to the public?	Yes	No
Provide a brief description of the use of the building:		

Details of the farm building occupancy to support an agricultural operation (choose yes if applicable):

Cultivating land	Yes	No
Raising livestock, including diversified livestock animals within the meaning of the Livestock Industry Diversification Act and poultry	Yes	No
Raising fur-bearing animals, pheasants, or fish	Yes	No
Producing agricultural field crops	Yes	No
Producing fruit, vegetables, sod, trees, shrubs, and other specialty horticultural crops	Yes	No
Producing eggs and milk	Yes	No
Producing honey	Yes	No
Operating agricultural machinery and equipment, including irrigation pumps	Yes	No
Applying fertilizers, insecticides, pesticides, fungicides, and herbicides, including application by ground and aerial spraying, for agricultural purposes	Yes	No
Collecting, transporting, storing, applying, using, transferring, and/or disposing manure, composting materials, and/or compost	Yes	No
Abandoning and reclaiming confined feeding operations and manure storage facilities	Yes	No
Cannabis cultivation including growing, harvesting and packaging of base product (no processing)	Yes	No
Cannabis processing including growing, harvesting and /or processing and packaging	Yes	No

I understand and confirm that the building shall not be used for any other occupancy without first obtaining a Building Permit and/or Development permit from Rocky View County, and that this declaration is a condition of the Farm Building Exemption.

Print Name

Signature

Date

DEFINITIONS

NATIONAL BUILDING CODE – ALBERTA EDITION

1.1.1.1. Application of this Code 5) This Code does not apply to a) a building of low human occupancy associated with the operation of the farm or acreage on which it is located, where the building is used for the i) housing of livestock, ii) storage or maintenance of equipment, or iii) storage of materials or produce,

A-1.1.1.1.(5)(a) Farm and Acreage Buildings. Farm and acreage buildings include, but are not limited to, produce storage facilities, livestock and poultry housing, milking centers, manure storage facilities, grain bins, silos, feed preparation centers, farm workshops, and horse riding, exercise and training facilities not used by the public.

SAFETY CODES ACT - PERMIT REGULATION

Farm building means a building located on agricultural land as defined in the *Agricultural Operation Practices Act* that is occupied for an agricultural operation as defined in the *Agricultural Operation Practices Act*, including, but not limited to, (i) housing livestock, (ii) storing, sorting, grading or bulk packaging of agricultural products that have not undergone secondary processing, and (iii) housing, storing or maintaining machinery that is undertaken in the building.

AGRICULTURAL OPERATION PRACTICES ACT

Agricultural land means (i) land the use of which for agriculture is either a permitted or discretionary use under the land use bylaw of the municipality or Metis settlement in which the land is situated or is permitted pursuant to section 643 of the *Municipal Government Act*, (ii) land that is subject to an approval, registration or authorization, or (iii) land described in an ALSA regional plan, or in a conservation easement, conservation directive or TDC scheme as those terms are defined in the *Alberta Land Stewardship Act*, that is protected, conserved or enhanced as agricultural land or land for agricultural purposes.

Agricultural operation means an agricultural activity conducted on agricultural land for gain or reward or in the hope or expectation of gain or reward, and includes (i) the cultivation of land, (ii) the raising of livestock, including diversified livestock animals within the meaning of the *Livestock Industry Diversification Act* and poultry, (iii) the raising of fur-bearing animals, pheasants or fish, (iv) the production of agricultural field crops, (v) the production of fruit, vegetables, sod, trees, shrubs and other specialty horticultural crops, (vi) the production of eggs and milk, (vii) the production of honey, (viii) the operation of agricultural machinery and equipment, including irrigation pumps, (ix) the application of fertilizers, insecticides, pesticides, fungicides and herbicides, including application by ground and aerial spraying, for agricultural purposes, (x) the collection, transportation, storage, application, use, transfer and disposal of manure, composting materials and compost, and (xi) the abandonment and reclamation of confined feeding operations and manure storage facilities.

DECLARATION OF USE – Shipping Container (Sea Can)

Intermodal shipping containers or “sea-cans” are used for the transport of goods from one place to another. These containers are designed to be packed with goods and lifted, stacked, handled, and moved by one mode of transportation or another. However, their availability, capacity, and strength make them desirable for many other uses.

Location for use will subject them to several requirements applicable to the construction and fire safe operation of buildings. A building as defined by the NBC(AE) means any structure used or intended for supporting or sheltering any use or occupancy, and includes an addition built to an existing structure and, where applicable, the land adjoining a structure. Because shipping containers do not meet the prescriptive requirements found in the NBC(AE), the municipality may request an engineering review and submission of plans certified by a registered engineering professional prior to issuing a building permit.

Details of the shipping container occupancy (choose yes if applicable):

Permanent placement shipping container– accessory building– building permit required.		
Will the shipping container be occupied? (# of people/occupant load): _____	Yes	No
Will the shipping container be modified?	Yes	No
Will the shipping container be used to store dangerous/hazardous materials?	Yes	No
Provide a brief description of the items to be stored in the shipping container:		

Municipal Address

Print Name

Signature

Date