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

Please refer to Section 157-158 in C-8000-2020 Land Use Bylaw for policy related to this sheet.

FOR OFFICE USE ONLY	
APPLICATION NO.	
ROLL NO.	
DISTRICT	

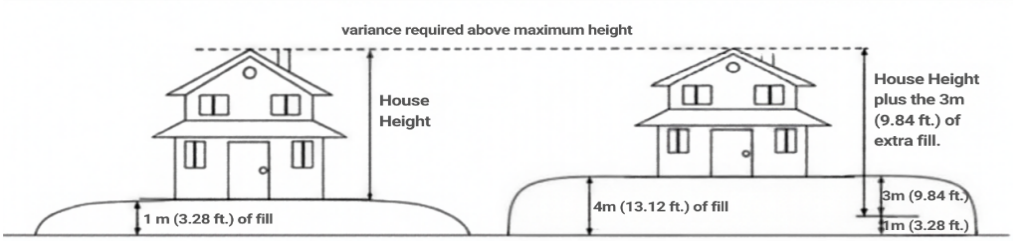
STRIPPING, GRADING, EXCAVATION AND/OR FILL INFORMATION SHEET

DETAILS		APPLICATION FOR:
Total area of work (m^2 / ft^2 / ac.)		☐ Site Stripping ☐ Fill ☐ Grading ☐ Re-contouring ☐ Excavation (cut-to-fill) ☐ Excavation (borrow areas) ☐ Construction of artificial waterbody (not including dugouts) ☐ Excavation/Fill for the construction of a building (Dwelling or Accessory) ☐ Stockpiling ☐ Other _____
Length (m / ft.)		
Width (m / ft.)		
Height (m / ft.)		
Volume (m^3 / ft^3.)		
Number of truckloads (approx.)		
Slope factor (if applicable)		

DESCRIPTION OF WORK

Is the Stripping and Grading project for the construction of a building (Dwelling or Accessory)? ☐ YES ☐ NO

No Development permit is needed for the placing of up to 1.00 m (3.28 ft.) of fill and topsoil adjacent to or within 15.00 m (49.21 ft.) of a building under construction that has a valid Building Permit. If you are requesting more than 1m of fill for the construction of your dwelling/accessory building this extra fill will be use as part of the height calculation for the building. See diagram below.



*Please provide a copy of your building plans with your development permit application for Stripping and Grading

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

Indicate the timing/duration of work:

Amount of Days (approx.):	Potential start date:
General hours of daily work:	Potential end date:

Describe your soil-handling plan (explanation) 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

a. Are there any effects on the following:
   i. Existing drainage patterns? ☐ YES ☐ NO
   ii. Environmentally sensitive areas (riparian areas, wetlands, etc.)? ☐ YES ☐ NO
b. Does any of the proposed fill contain any rubble or hazardous substances? ☐ YES ☐ NO
c. Is any material coming from OFF site? ☐ YES ☐ NO
   i. If so, please indicate from where: _____

REQUIRED DOCUMENTS

Have you included the following documents in your application package?

a. Site Plan – Including existing and proposed grades. ☐ YES ☐ NO
b. Building Plans that include existing and proposed grades within the 15m building envelope (if applicable) ☐ YES ☐ NO

Applicant Signature_____ **Date** _____

ROCKY VIEW COUNTY

DEVELOPMENT PERMIT APPLICATION CHECKLIST - GENERAL

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.
☐	☐	**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. It can be obtained at SpinIIHost 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 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 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 • Pre-grade and post-grade site plans • 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
☐	☐	**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: _____

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: _____	)	_____