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 ☐ YES ☐ NO
(Well Map Viewer: https://extmapviewer.aer.ca/AERAbandonedWells/Index.html)

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

DEVELOPMENT PERMIT APPLICATION CHECKLIST (Page 1 of 5)

NEW COMMERCIAL, OFFICE, INDUSTRIAL & INSTITUTIONAL USES

Applicant Checklist	Office Use Only	Documents submitted must be legible and to a professional drafting standard.
		ALL PLANS SHALL INCLUDE: • a title block including municipal address (i.e. street address) and legal address (i.e. lot, block, plan) • include north arrow, a scale bar and dimensions of all the buildings on site. • include labels for all elements as existing and proposed • use(s), project name, applicant name and contact information • setbacks/dimensions from all property lines to the buildings on site. • names of adjacent internal/municipal roads and highways.
Applicant Checklist	Office Use Only	**Select [√] 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, and:** O Digital copy of non-financial instruments/caveats (restrictive covenants, utility rights-of-way, easements etc.) *registered* on title O I give the Development Authority authorization to pull a Land Title Certificate and non-financial instruments/caveats at a fee of $20.00
☐	☐	**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:** O Signed by the registered landowner(s) authorizing person acting on behalf (if not the Applicant) O If the 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)
☐	☐	**COVER/OPERATIONAL LETTER, shall include:** O Proposed land use(s) and scope of work on the subject property O Complete operational details including days/hours of work, number of employees, parking provisions, site access/approach, traffic management, etc. O Detailed rationale for any variances requested O Reference to any *Supporting Documents*, images, studies, plans etc. provided within application package
☐	☐	**COLOUR PHOTOGRAPHS (Min. 3):** O Taken from all sides of site including existing building(s)/structure(s), signage, site features, existing access/approach, adjacent road conditions, including surrounding context. Label, date, and identify each photograph. Indicate location/direction of photos on a reference site plan.
☐	☐	**SUPPORTING DOCUMENTS:** Include technical studies/reports and any additional plans relating to the proposed development (lot grading, site lighting, storm water management plans etc.). *Refer to the Land Use Bylaw for use or district specific requirements.*

ROCKY VIEW COUNTY

DEVELOPMENT PERMIT APPLICATION CHECKLIST (Page 2 of 5) NEW COMMERCIAL, OFFICE, INDUSTRIAL & INSTITUTIONAL USES		
Applicant Checklist	Office Use Only	**Select [√] all that are included within application package.** Incomplete applications may not be accepted for processing
☐	☐	**SITE PLAN, shall include:** ○ **Existing/proposed property lines:** Plot, dimension, and label ○ **Easements, utility rights-of way, etc.:** Plot, dimension, and label in reference to site/building(s) ○ **Utilities on/adjoining the parcel (if applicable):** Water/storm/sanitary/gas/electrical/cable/telephone etc. ○ **Floodway, flood fringe and overflow areas:** Show areas and provide distance to buildings/structures ○ **Geodetic datum points/contours (existing/proposed):** • at the corners of parcel, back of sidewalk/curb, primary corners of building, main floor, roof peak(s) • geodetic contours at 0.5 meters intervals, including berming for the site ○ **Identify the following:** • names of adjacent internal/municipal roads and highways • any existing/abandoned/proposed oil wells, septic fields/tanks, or water wells on site, including their distances to existing/proposed buildings • Any existing/proposed site features such as trees, shelterbelts, canals, waterbodies, etc. • site slopes greater than 15% and distances from structures • **Building outline and dimensions:** • label existing/proposed building(s) or portions thereof, projections, and structures (i.e. bay windows, cantilevers, window wells, stairs and decks) • label mechanical equipment and screening provided • label use(s) within the building and/or each unit if demised (i.e. tenant locations) • location of openings at grade level (i.e. windows, doors, overhead doors) ○ **Building setbacks:** • plot, dimension, and label front, side and rear building setbacks from property lines ○ **Garbage and recycling collection/loading areas:** • plot location and dimension of enclosures or buildings • indicate type of container and method of screening ○ **Parking areas, drive aisles, circulation roads, sidewalks and pathways:** • include curbs, sidewalks, crosswalks and pathways (provide detail if raised) • label all surface materials used (both vehicular & pedestrian) • dimension widths of all aisles and roads • provide details on vehicle circulation (i.e. direction of travel and signage) • provide details on hydrant placement, turning radius and driveway widths for Fire Department access • material, height of existing/proposed screening elements (with reference to elevations) • provide geodetic datum points at top and bottom of retaining walls • for retaining walls 1.2 meter or higher, provide structural design drawings, including cross-sections

ROCKY VIEW COUNTY

DEVELOPMENT PERMIT APPLICATION CHECKLIST (Page 3 of 5) NEW COMMERCIAL, OFFICE, INDUSTRIAL & INSTITUTIONAL USES		
Applicant Checklist	Office Use Only	**Select [√] all that are included within application package.** Incomplete applications may not be accepted for processing
☐	☐	**SITE PLAN (continued), shall include:** ○ **Motor vehicle parking/loading stalls:** Refer to *Onsite Parking and Loading* section, Land Use Bylaw • provide number of required parking stalls (with calculations) and proposed stalls on site • plot all proposed stalls with labels as designated (commercial, employee, visitor, or barrier-free) • dimension width/depth of parking and loading stalls, including overhead clearance of loading stalls • label surface material of loading areas • indicate turning radius (sweep path) for large vehicle access to drive aisles, garbage/loading areas ○ **Approaches:** Label as existing or proposed • indicate width of driveway at throat and flare (adjacent to street) and distance to adjacent approaches ○ **Fencing and retaining walls:** • indicate type, material, height of existing/proposed screening elements (with reference to elevations) • provide geodetic datum points at top and bottom of retaining walls • for retaining walls 1.2 meter or higher, provide structural design drawings, including cross-sections ○ **Lighting:** • plot location of building light fixtures and free-standing light standards • plot maximum wattage of fixtures • light fixture details to include mounting heights and method of shielding (specifications) ***Note**: A site lighting plan, may be requested during the review of this application that is completed by a qualified professional, indicating the location of all exterior lights, a description of any measures taken to shield direct glare onto adjacent properties, and the projected light patterns in relation to adjacent properties, roadways, and developments.* ○ **Signage:** Refer to, complete and attach the *Signage - Information Sheet* for any proposed signage on site • indicate sign type and plot and dimension the location and distance of sign to property lines on plan • label the source of illumination for the signage (if illuminated) ○ **Phasing for multi-building developments:** • Outline areas encompassed by each phase and label the sequence of phasing
☐	☐	**LANDSCAPE PLAN, shall include:** ○ **Existing/proposed building(s), parking areas, driveways and entrances:** Plot and label ○ **Building outline, dimensions, labels, and setbacks:** For all existing/proposed building(s)/structure(s)

ROCKY VIEW COUNTY

DEVELOPMENT PERMIT APPLICATION CHECKLIST (Page 4 of 5) NEW COMMERCIAL, OFFICE, INDUSTRIAL & INSTITUTIONAL USES		
Applicant Checklist	Office Use Only	**Select [√] all that are included within application package.** Incomplete applications may not be accepted for processing
☐	☐	**LANDSCAPE PLAN (continued), shall include:** ○ **Grade elevations:** Plot existing/proposed grades around building(s) and in areas of grade change on site ○ **Planting details:** • show/label trees, shrubs, flower beds and/or ground covers with a key to a cross referenced plant list • show/label number of shrubs in each shrubbed area (only include shrubs greater than 0.6 meters in height or spread) • indicate caliper of deciduous trees and height of coniferous trees • indicate planting to be added, removed and/or retained ○ **Landscape legend(s) to include:** • overall site area in hectare (acres) to be landscaped, including percentage of site area landscaped • final calculation of landscaped areas as per Landscape Standards (ratio of landscaped areas, including trees and shrubs) of *Section 260*, Land Use Bylaw • total of each type of tree and shrub (by height and size) • plant list to identify - common and botanical names, quantity, size and method of planting, grass mix for sod and/or seed, with planting symbols unique to size and type of species • details of planting installation ○ **Method(s) of irrigation (watering):** • label and plot specific soft-surfaced landscaped areas to be irrigated • demonstrate if rainwater captured from rooftops will be utilized for irrigation ○ **Landscaped area(s) to indicate:** • surface treatment of all soft-surfaced areas (i.e. grass, plant cover) • surface treatment of all hard-surfaced areas (i.e. decorative pavers, brick, stamped concrete) • existing/proposed physical features - landscape furniture, amenities, berms, walls, fences, lighting, decorative paving etc.
☐	☐	**FLOOR PLAN(S) shall include:** ○ **Building outline and dimensions:** Interior/exterior walls and to centre line of common walls ○ **Location of interior and exterior openings:** Windows, doors, overhead doors etc. ○ **Cross-reference section lines:** With accurate referencing to cross-section details provided ○ **Labels for the following:** • building number (or phase number if applicable), and indicating any future development areas, uses for existing and proposed rooms and portions of the building and purpose of spaces (i.e. kitchen, living, washrooms, interior/exterior stairways, mechanical etc.)

ROCKY VIEW COUNTY

DEVELOPMENT PERMIT APPLICATION CHECKLIST (Page 5 of 5)

NEW COMMERCIAL, OFFICE, INDUSTRIAL & INSTITUTIONAL USES

Applicant Checklist	Office Use Only	**Select [√] all that are included within application package.** Incomplete applications may not be accepted for processing
☐	☐	**ELEVATION DRAWING(S):**

- ○ **Include elevations for the following:**
  - sides of all building(s)
  - physical structures including fences, retaining walls (over 0.5 meters in height), garbage collection enclosures/facilities, screening (i.e. mechanical equipment), additional structures (i.e. exhaust shed)
  - cross-reference with other plans, where applicable
- ○ **Include on elevations:**
  - labels and dimensions for all doors, windows, overhead doors
  - projections and decorative elements, with dimensions where applicable
  - screening (i.e. service meters, privacy screens), with height(s)
  - existing/proposed grade elevations at building corners, entries, and any areas of grade change
- ○ **Label finishing materials:**
  - exterior materials (i.e. brick, stucco, vinyl siding) and roof materials (i.e. asphalt, cedar shakes)
  - colours of all major exterior materials
- ○ **Lighting:**
  - plot location of light fixtures
- ○ dimension height of fixtures from grade to bottom of fixture
- ○ **Building height(s) on all elevations:**
  - plot line and indicate geodetic datum for main floor and top of roof (or parapet)
  - dimension height of main floor and building(s) from existing and proposed grade
  - dimension height of structures (i.e. fences, retaining walls) from existing and proposed grade
- ○ **Signage elevations (when new signage is proposed):**
  - refer to *Signage Regulations* of the Land Use Bylaw for specific sign type requirements
  - complete and attach the *Signage - Information Sheet*

FOR OFFICE USE ONLY

Proposed Use(s):	Land Use District:
Applicable ASP/CS/IDP/MSDP:	
Included within file: ☐ Parcel Summary ☐ Site Aerial ☐ Land Use Map Aerial ☐ Site Plan/Other Plans	
NOTES:	

Staff Signature: _____

ROCKY VIEW COUNTY

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

ROCKY VIEW COUNTY

262075 Rocky View Point
Rocky View County, AB, T4A 0X2

403-230-1401
questions@rockyview.ca
www.rockyview.ca

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

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