

Checklist: Development Permit Application

Pursuant to Land Use Bylaw No. 24-007

Business Related (Commercial, Industrial, Home Occupation)

Required for ALL Applications

- ☐ Completed Development Permit Application Form – Business Related
- ☐ Affidavit Verifying Corporate Signing Authority (if applicable)
- ☐ Certificate of Title (obtained within the past 30 days) – *note that Lethbridge County may also request copies of registered documents listed on title*
- ☐ Site Plan Indicating:
 - o Location of proposed development
 - o Existing structures
 - o Location of anticipated future development
 - o Existing and Proposed Parking Areas
 - o Septic System
 - o Known utilities
 - o Setback information to property lines and adjacent structures
 - o Existing and Proposed Outdoor Storage
- ☐ Construction Details, including
 - o Elevation Drawings
 - o Floor Plans indicating rooms and dimensions
- ☐ Grading and Drainage Plan
- ☐ Landscaping Plan
 - o Include labelling of trees, shrubs, ground cover, fencing, etc.
- ☐ Payment of Development Permit Application Fee – determined at time of application
- ☐ Submit Municipal Address Application – *For lots with no existing address, or new buildings to be regularly occupied*
- ☐ Submit Approach Application – *When a new approach is required*

Additional Site/Parcel Specific Requirements

For unserviced lots, parcels 2 acres or less in size, and where specified by the Development Authority

- ☐ Septic evaluation report

For developments in proximity to a coulee bank, break, or slope

- ☐ Slope stability evaluation (geotechnical report)

For developments in locations with an Area Structure Plan

- ☐ Architectural Controls sign-off (if applicable)



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Office Use		
Application No:	Roll No:	Use: <input type="checkbox"/> Permitted <input type="checkbox"/> Discretionary <input type="checkbox"/> Similar <input type="checkbox"/> Prohibited
Application Fee: \$	Date Paid:	Land Use District:
Application Received/Complete:		Associated Development Permit Applications:
Fire Department:		Description of Work:
Additional Applications Required: <input type="checkbox"/> Municipal Address <input type="checkbox"/> Approach		

1. Applicant Information

Applicant/Business Name: _____

Primary Contact Name (if applying on behalf of a Business): _____

Phone/Cell Phone: _____ Email: _____

Mailing Address: _____

Providing an email indicates your consent to receive all application-related correspondence by email

Applicant's interest in the proposed development if not the registered owner:

☐ Agent ☐ Contractor ☐ Tenant ☐ Other: _____

Registered Owner's Name(s): _____

Phone/Cell Phone: _____ Email: _____

Mailing Address: _____

Providing an email indicates your consent to receive all application-related correspondence by email

2. Land Information

Quarter: _____ Section: _____ Township: _____ Range: _____ W4M

Lot(s) _____ Block: _____ Plan: _____

Municipal/Street address: _____

3. Existing Development

Please list **ALL** existing buildings, structures and use(s) on the land.



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4. Proposed Development

<i>This application is for:</i>				
Select One	<input type="checkbox"/> Home-Based Business	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial Use	<input type="checkbox"/> Other: _____
	<i>Do you reside on the property?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No			
Select One	<input type="checkbox"/> New Building	<input type="checkbox"/> Addition to Existing Building	<input type="checkbox"/> Change of Use Only (no construction)	
	<input type="checkbox"/> Original Use: _____			
	<input type="checkbox"/> New Use: _____			

<i>Site Details</i>	
<i>Storage and Materials</i>	
Are any outdoor storage or display areas proposed? <input type="checkbox"/> No <input type="checkbox"/> Yes – describe: _____	
Will there be any flammable or hazardous material on the premises as a result of the business? <input type="checkbox"/> No <input type="checkbox"/> Yes – describe: _____	
<i>Parking & Loading Information (indicate on Site Plan)</i>	
Number of Existing Off-Street Parking Spaces: _____	Number of Proposed Off-Street Parking Spaces: _____
Size of Existing Off-Street Parking Spaces: _____	Size of Proposed Off-Street Parking Spaces: _____
Existing Driveways/Approaches on Site: _____	Number of Proposed Driveways/Approaches on Site: _____
<i>Home Occupations:</i>	
Number of business-related (non-customer) vehicles parked on-site and/or overnight daily: _____	
Number of business-related trailers parked on-site and/or overnight daily: _____	
Delivery Vehicles on-site (<i>frequency and type</i>): _____	
<i>Loading Areas (indicate on Site Plan)</i>	
Is a designated loading space/area proposed? <input type="checkbox"/> No <input type="checkbox"/> Yes – describe: _____	
<i>Drive-Through Uses (indicate on Site Plan)</i>	
For a commercial use, does the proposed development include a drive-through component which requires a dedicated vehicle stacking lane? <input type="checkbox"/> No <input type="checkbox"/> Yes – describe: _____	
<i>Signage</i>	
Please submit a separate application form for any proposed signage.	

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Business Model Outline:	
<i>Please describe the proposed business, including any goods and/or services provided, future expansion plans, etc:</i>	



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5. New Construction – Building Details

Size/ Dimensions		
***For Structures larger than 500 ft ² (47m ²) and for additions to buildings that will as a result become larger than 500 ft ² (47m ²), please provide documentation from the Alberta Energy Regulator (AER) identifying the presence or absence of abandoned wells		
Building or Addition Size: <input type="checkbox"/> m ² <input type="checkbox"/> ft ²	Building Height (grade to peak): <input type="checkbox"/> m <input type="checkbox"/> ft	Estimated Cost of Development:

Servicing Details	
<i>Installation of Subtrade Works (Check all that apply):</i> <input type="checkbox"/> Electrical <input type="checkbox"/> Gas <input type="checkbox"/> Plumbing <input type="checkbox"/> N/A	<i>Septic System:</i> <input type="checkbox"/> New Private Septic <input type="checkbox"/> Municipal <input type="checkbox"/> Existing Private Septic <input type="checkbox"/> Communal <input type="checkbox"/> N/A

Setback Details					
Front	<input type="checkbox"/> m <input type="checkbox"/> ft	Rear	<input type="checkbox"/> m <input type="checkbox"/> ft	Side	<input type="checkbox"/> m <input type="checkbox"/> ft
				Side	<input type="checkbox"/> m <input type="checkbox"/> ft
				Nearest Adjacent Structure:	<input type="checkbox"/> m <input type="checkbox"/> ft

Variance Details
Are you requesting to waive (vary) one or more standards of the Land Use Bylaw? <input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, please provide details on and reasoning for the variance request (ie. Gas line, coulee setback, etc.):

6. Exterior Finish, Fencing, and Landscaping

☐ Describe generally the types, colors, and materials, as applicable, of:

Exterior finishes of the proposed building(s): _____

Proposed fencing and height: _____

Proposed landscaping: _____

9. Declaration of Applicant

I/We have read and understand the terms noted below and hereby apply for a development permit to carry out the development described within this application including any attached supplementary forms, plans, and documents. I/We hereby certify that the registered owner of the land is aware of, and in agreement with this application.

*Further I/We hereby give my/our consent to allow authorized persons the **right to enter** upon the subject land and/or building(s) for the purpose of an inspection with respect to this application only.*



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1. The Development Authority may deem a development permit application incomplete if any of the application requirements are incomplete or the quality of the information is deemed inadequate to properly evaluate the application.
2. Although the Development Officer is in a position to advise applicants of the process and requirements of the development application, such advice must not be taken as official consent and is without prejudice to the decision in connection with the formal application.
3. Any development started before the issuance of a development permit and expiration of the appeal period is at the applicant's own risk.
4. **If a decision is not made within 40 days** from the date the application is deemed complete, or within such longer period as the applicant may approve in writing, **the applicant may deem the application to be refused** and the applicant may exercise his right of appeal as though he had been mailed a refusal at the end of the 40-day period.
5. A development permit does not constitute a building permit or approval from any provincial or federal department. Construction undertaken after approval of this development permit application may be regulated by the **Alberta Safety Codes**. The applicant/owner/developer assumes all responsibilities pertaining to construction plan submissions, approval and inspections as may be required by the appropriate provincial body. The applicant is responsible for determining and obtaining any other applicable provincial and federal approvals prior to commencement.

The personal information requested on this form is being collected under the authority of Section 4(c) of the Protection of Privacy Act (POPA). The information will be used for the purpose for which it was collected. For further information about the collection and use of this information please contact Lethbridge County by email atippccordinator@lethcounty.ca or call 403-328-5525.

Date: _____

Applicant's Signature: _____

Registered Owner's Signature: _____

(Required, if different from applicant)

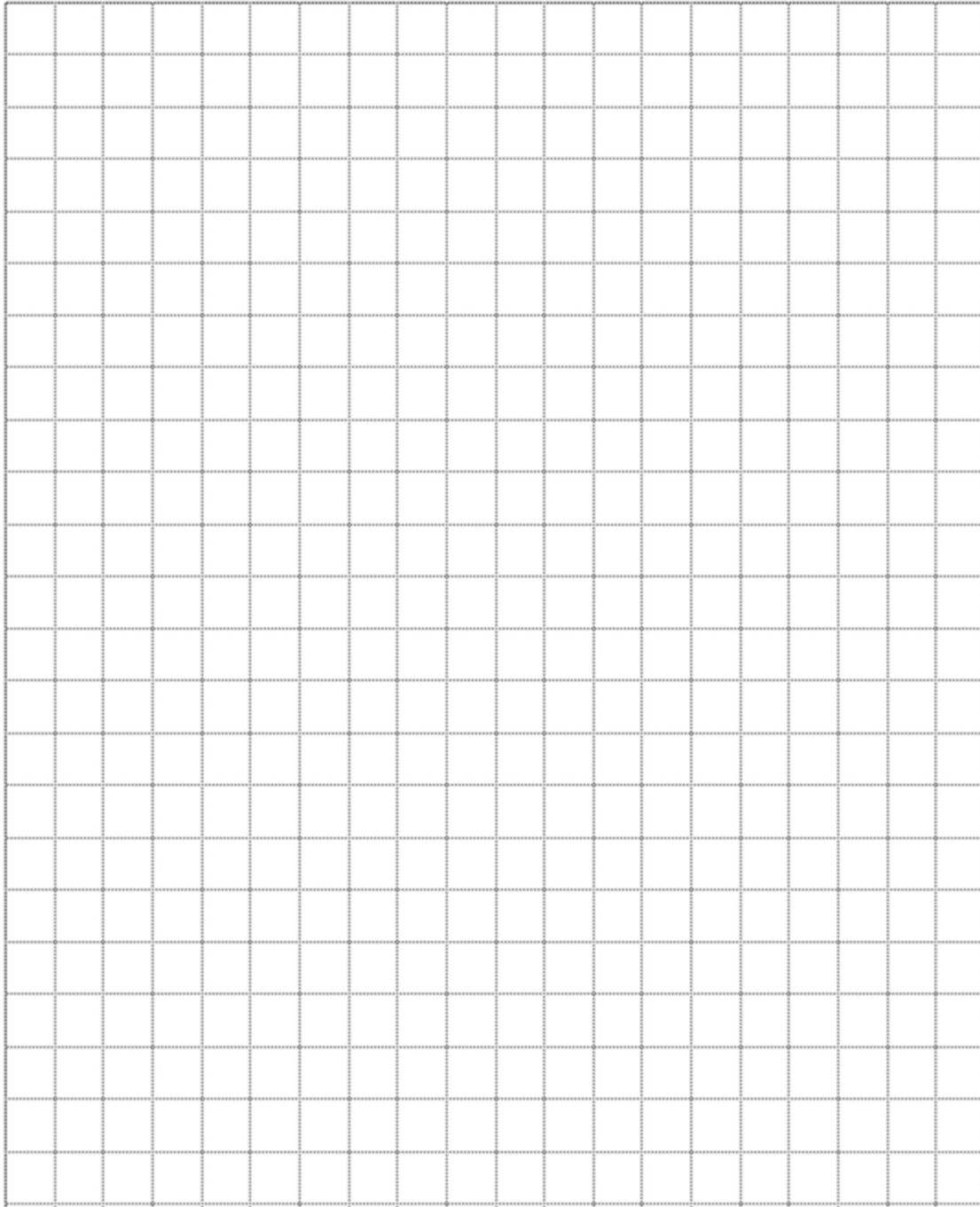


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Site Plan

(or attach separate site plan)



(Please draw to scale and indicate north arrow)