



Town of Mayerthorpe

4911 – 52nd Street, Mayerthorpe, AB., T0E 1N0
Phone (780) 786-2416 Fax (780) 786-4590

DEVELOPMENT PERMIT APPLICATION FORM

Application No: _____
Permit Fee: _____

SECTION 1: GENERAL INFORMATION (completed by all permit applicants)

Applicant _____
Mailing Address _____

Telephone Number _____
Email Address _____
Owner of Land _____
(if different from above)
Address _____

Telephone Number _____

SECTION 2: PROPOSED DEVELOPMENT (completed by all permit applicants)

I/We hereby make application for a Development Permit in accordance with the plans and supporting information submitted.

A brief description of the proposed development is as follows:

Estimated cost of Development _____
Street Address _____
Legal Description Lot(s) _____
Block(s) _____
Plan _____
Quarter Section _____
Estimate Commencement Date _____
Estimate Completion Date _____

SECTION 3: SITE REQUIREMENTS (does not need to be completed if applying only for a permit of sign)

Land Use District _____

Permitted Use _____ () _____

Discretionary Use _____ () _____

PRINCIPAL BUILDING

	Proposed	*Bylaw Requirements	*Conforms to Bylaw Requirements (Yes or No)
(1) Area of Site	_____	_____	_____
(2) Area of Building	_____	_____	_____
(3) % Site Coverage by Building	_____	_____	_____
(4) Front Yard Setback	_____	_____	_____
(5) Rear Yard Setback	_____	_____	_____
(6) Side Yard Setback	_____	_____	_____
(7) No. of Off-Street Parking Spaces	_____	_____	_____
(8) Height of Building	_____	_____	_____
Other Supporting Material Attached (e.g., site plan, architectural drawing)			

ACCESSORY BUILDINGS, ETC.

	Proposed	*Bylaw Requirements	*Conforms to Bylaw Requirements (Yes or No)
(1) Area of Site	_____	_____	_____
(2) Area of Building	_____	_____	_____
(3) % Site Coverage by Building	_____	_____	_____
(4) Front Yard Setback	_____	_____	_____
(5) Rear Yard Setback	_____	_____	_____
(6) Side Yard Setback	_____	_____	_____
(7) No. of Off-Street Parking Spaces	_____	_____	_____
(8) Height of Building	_____	_____	_____
Other Supporting Material Attached (e.g., site plan, architectural drawing)			

****To be completed by Development Officer.***

SECTION 6: PROCESSING TIME LIMITS

DATE OF ACCEPTANCE OF DEVELOPMENT PERMIT APPLICATION FORM

(to be completed by the development officer)

Where a decision on this application is not made within forty (40) days if the date of acceptance specified above, you may:

- (a) consider this development application to be REFUSED by the Development Officer and appeal this decision to the Development Appeal Board within fourteen (14) days of the date of this refusal; or
- (b) obtain and complete an extension agreement available from the Development Officer to extend the forty (40) day decision period specified to allow the Development Office additional time to reach a decision.

IMPORTANT NOTES

1. In addition to completing this application in its entirety, an application for a development permit shall be accompanied by the following information, where relevant:
 - (a) a lot plan at scale to the satisfaction of the Development Officer showing the size and shape of the lot, the front, rear and side yards, any provisions for off-street loading and vehicle parking, access to the site, and the location of public utility lines, waterbodies and treed areas;
 - (b) a scaled floor plan and elevations where construction is proposed;
 - (c) at the discretion of the Development Officer, a Real Property Report as proof of location of existing development and a copy of the Duplicate Certificate of Title indicating ownership and encumbrances.
 - (d) if the applicant is not the registered owner, a written statement, signed by the registered owner consenting to the application and approving the applicant as the agent for the registered owner.
2. A non-returnable processing fee of an amount determined by Council shall accompany every application for a development permit.
3. Failure to complete the application form fully and supply the required information, plans and fee may cause delays in processing the application.

4. THE DEVELOPMENT OFFICER MAY REFUSE TO ACCEPT AN APPLICATION FOR A DEVELOPMENT PERMIT WHERE THE INFORMATION REQUIRED HAS NOT BEEN SUPPLIED OR WHERE THE QUALITY OF SUCH INFORMATION IS INADEQUATE TO PROPERLY EVALUATE THE APPLICATION.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT NOTICE

Please be advised that the information contained in your application for development permit approval is being collected for the purpose of decision making by the Development Authority and the Subdivision Approving Authority. For this purpose, your application may be forwarded to the following people/organizations,

- Adjacent landowners
- Utility Companies
- Adjacent Municipality Municipal Offices
- Government Departments
- Statistics Canada
- Other organizations as determined by the Development Authority
- Local newspaper for public advertisement

Under the authority of Sections 606, 640(1), 653(4) of the Municipal Government Act, Revised Statutes of Alberta, Chapter M-26, as amended.

I, _____ have no objections to the above stated procedures being used in the review and decision making process for application no. _____.

Signature: _____

Date: _____

For more information contact:

Town of Mayerthorpe
Freedom of Information and Protection of Privacy Coordinator
Box 420
Mayerthorpe, Alberta T0E 1N0
(780) 786-2416