



Town of Fox Creek  
P.O. Box 149  
102 Kaybob Drive  
Fox Creek, Alberta  
Phone: 780-622-3896  
www.foxcreek.ca

## Development Permit Application Package

### **Commercial - Industrial**

Under Provincial Law (Municipal Government Act, Revised Statutes of Alberta 2000, M-26) **all developments in the Province of Alberta require a development permit.** The Act defines development as:

- *a building or an addition to, or replacement or repair of, a building and the construction or placing of any of them on, in, over or under land.*
- *a change of use of land or a building, or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building.*
- *a change in the intensity of use of land or a building, or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building.*
- *an excavation or stockpile and the creation of either of them.*

In the Town of Fox Creek, the Land Use Bylaw 778-2016 states that **development permits are required for:**

- All new buildings, warehouses, cold storage buildings, quonsets, shop buildings, etc., that have a footprint larger than 14.0 m<sup>2</sup> (151 square feet).
- Small buildings or sheds that measure less than 14.0 m<sup>2</sup> (151 square feet) in floor area but which are placed on a permanent foundation.
- Structural additions or alterations to existing buildings. A permit is not required for painting, roofing or exterior refurbishing, etc.
- Change of use or intensity of use of an existing building (such as a new business replacing an existing business in a commercial building).
- Fences that are higher than 2.0 m (6 ft, 6 in) above grade.
- Communication antennae and structures which exceed 4.6 m (15 ft, 1 in) in height above grade.
- Landscaping which will alter land surface grades and/or storm water flow direction.
- Stripping, site grading, excavation or soil/gravel stockpiling that is not part of a previously issued development permit.
- Demolition of a building (unless a development permit has been issued for a building replacement on the same footprint).
- Hard surfacing of any area greater than 7.5 m<sup>2</sup> (24.6 square feet) in size.
- Retaining walls over 1m (3 ft, 3 in) in height. Signed and stamped engineered drawings will be required.

**Mandatory Requirements.** This application will not be considered complete or be reviewed until all of the following items are included:

- Completed development permit application form, signed by both applicant and landowner.
- Application fee.
- Certificate of Title (recent to within 30 days of application).
- Corporate Search, or a written statement on company letterhead which confirms the corporate signing authority of the applicant.
- A site plan prepared by a Surveyor Certified in the Province of Alberta, which includes all relevant details of the proposed development as well as existing structures on-site.
- A Business Information Form for commercial or industrial businesses.
- Any other thing which the Development Officer feels is necessary to adequately review this application for a proposed development.

(continue over..)

## Development Permit Application Instructions

- One (1) complete set of building plans, showing floor plans and elevation plans. (Plans for additions must include the existing and proposed floor plans).
- The application form must be signed by both Applicant and registered Landowner (or written confirmation that the representative signing on the landowner's behalf is authorized to do so.)

### **Commercial & Industrial applications will also require:**

- One (1) complete set of building plans in digital format (PDF file)
- A completed Business Information Form
- Site servicing and lot grading diagrams
- Landscape drawings
- Location of all easements and rights-of-ways
- Storm water drainage plan
- Lighting plan (if required)
- Off-street Parking plan

It must be clearly understood that any actions taken by the applicant before a development permit is issued is at his/her own risk.

All submitted plans and drawings must be of sufficient detail to enable adequate consideration of the application and should be at a scale appropriate to the development.

Any construction undertaken subsequent to approval of this development permit application may be regulated by the Alberta Building Code.

Each application for a development permit shall be accompanied by a non-refundable processing fee, the amount of which is determined by Council.

The Development Officer may require a Surveyor's Certificate relating to a site or building which is the subject of a development permit application.

The Development Officer may refer any application for a permitted or discretionary use to any municipal, provincial or federal department or agency for comment.

Failure to fully complete the application form and supply the required information, plans and fee may cause delays in processing the application.

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.

A development permit shall come into effect:

- if it is issued by the Development Officer or Municipal Planning Commission, fourteen (14) days after the date of the issue of the Notice of Decision unless an appeal is made.
- if an appeal is launched, on the date that the appeal is fully resolved.

A development permit may be suspended or canceled by the Development Officer if:

- the application form(s) contains a misrepresentation or
- facts concerning the application or the development were not disclosed which should have been disclosed at the time the application was considered.

An appeal may be made against any decision of the Development Officer by submitting a completed Notice of Appeal Form to the Secretary of the Appeal Board, within 14 days after the Notice of Decision is mailed or posted on the site.



**Development Permit Application**  
**Commercial / Industrial**  
 Land Use Bylaw 778-2016

Town of Fox Creek  
 P.O. Box 149  
 102 Kaybob Drive  
 Fox Creek, Alberta  
 Phone: 780-622-3896  
 www.foxcreek.ca

PROJECT LOCATION				
Address:				Permit no.
Lot	Block	Plan	Tax Roll No.	Land Use District

EXISTING BUILDINGS AND LAND USE

PROJECT DESCRIPTION (PROPOSED DEVELOPMENT) (include Estimated Value)

APPLICANT			
Applicant Name:		Phone:	Fax:
Company Name:		Cell:	Email:
Mailing Address:	City:	Prov:	Postal Code:

LANDOWNER <input type="checkbox"/> same as APPLICANT			
Landowner Name:		Phone:	Fax:
Company Name:		Cell:	Email:
Mailing Address:	City:	Prov:	Postal Code:

Commercial	<input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup>	
<input type="checkbox"/> Principal building		
<input type="checkbox"/> Accessory building		
<input type="checkbox"/> Addition		<input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup>
<input type="checkbox"/> Other (specify)		

Industrial	<input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup>	
<input type="checkbox"/> Principal building		
<input type="checkbox"/> Accessory building		
<input type="checkbox"/> Addition		<input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup>
<input type="checkbox"/> Other (specify)		

**Applicant:** \_\_\_\_\_  
 Printed Name of Applicant

\_\_\_\_\_  
 Signature of Applicant

**Landowner:** \_\_\_\_\_  
 Printed Name of Landowner

\_\_\_\_\_  
 Signature of Landowner

# Declarations

## Application

I/we hereby make application for a Development Permit under the provisions of the Town of Fox Creek Land Use By-law 778-2016, in accordance with the plans and supporting information submitted herewith and which form part of this application.

I/we have read and understand the terms printed on this application form and hereby apply for permission to carry out the development described on the reverse and on the attached plans and specifications. I/we hereby declare that the above information is, to the best of my/our knowledge, factual and correct.

## Freedom of information and Protection of Privacy

The personal information contained on this form is collected pursuant to Section 32c of the Freedom of information and Protection of Privacy Act, Part 17 of the Municipal Government Act, and under the authority of the Town of Fox Creek Land Use Bylaw 778-2016.

## Application Review

This information will be used for the purpose of application review and analysis and may include notification to various Provincial or Federal Departments or agencies, adjacent landowners and/or adjacent municipalities for their review and input. The application process can be viewed on our website at [www.foxcreek.ca](http://www.foxcreek.ca). If you have any questions about the review process of information collection, please contact Planning and Development, Town of Fox Creek at (780) 622-3896.

## Applicant Authorization and Appeal Process

1. I am the owner/agent with the consent and authority of the owner that is the subject matter of this permit application.
2. Further, I/we hereby give my/our consent to allow any authorized person pursuant to the Municipal Government Act Section 542 the right to enter the land and/or building(s) with respect to this application only.
3. I/we understand that an order, decision or permit made or issued by a Development Officer may be appealed by any person affected, within fourteen (14) days after notification. If any work or action is taken (whether under an approved permit or not) within the appeal period, I/we waive any claim or right to compensation from the Municipality or its agents should the appeal result in this permit being modified or revoked.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

### Office Use Only

Fee paid	\$ _____
Receipt no.	_____
Date deemed complete	_____
Application no.	<u>D</u> _____

# Site Plan - Instructions

In addition to the completed development permit application form, a clear and concise site plan at a scale and level of detail satisfactory to the Development Officer must be submitted.

Site plans for **Residential** developments must include:

- the size and shape of the lot.
- a north arrow.
- the legal description of property.
- the civic address of the property.
- lot lines (with dimensions).
- proposed front, side and rear yard setbacks.
- location of existing principal building and other structures including accessory buildings, garages, carports, parking spaces, fences, driveways and paved areas.

On a vacant parcel in a residential district, the site plan must show the proposed location of the principal building, and driveway/parking areas.

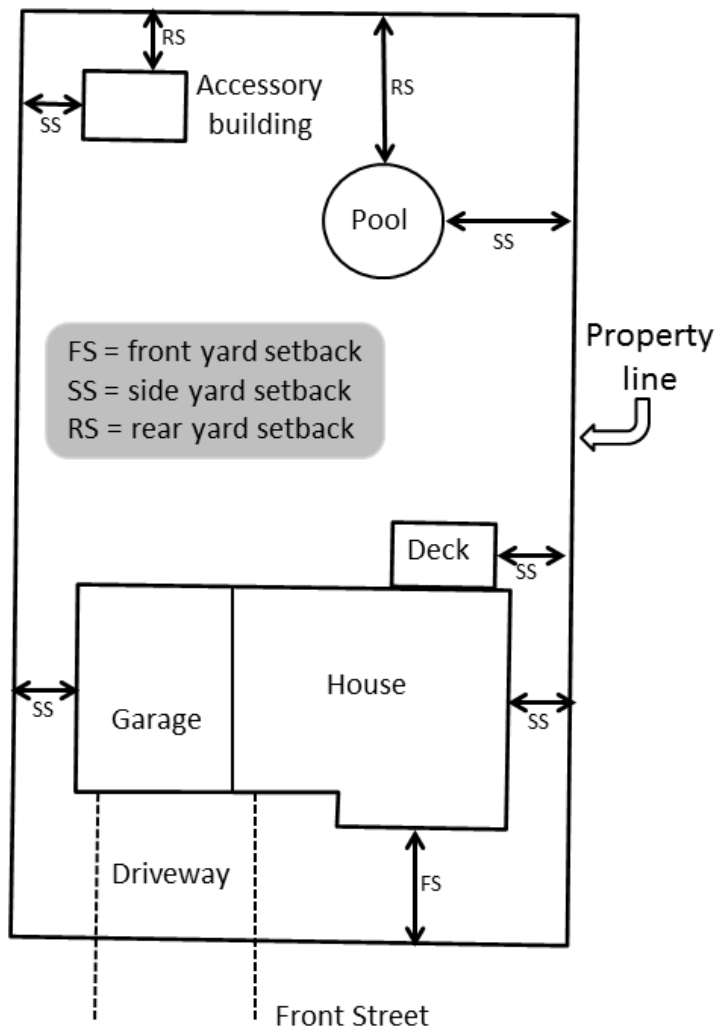
Site plans for **Commercial** or **Industrial** developments must also include:

- the site plan drawn to scale (by an architect and/or civil engineer)
- the location of existing and proposed municipal and private local improvements.
- the location of all registered utility easements and rights-of-way.
- access to the site.
- location of off-street loading and vehicle parking.
- dimension and layout of existing and proposed parking areas, entrances and exits abutting roadways.
- vehicular and pedestrian circulation on the site.

For site plans submitted for private residential developments, a hand drawn site plan would be satisfactory provided it is clear, easy to read and contains all of the above-noted information.

For commercial or industrial developments, site plans must be drawn by an architect or certified engineer/surveyor.

You may use the reverse side to draw your site plan or submit it on a separate sheet of paper.



Example of simple site plan

# SITE PLAN

PROJECT LOCATION				
Address:				Permit no.
Lot	Block	Plan	Tax Roll No.	Land Use District

