



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

Residential

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.*

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

- All new buildings, houses, garages, garden sheds, accessory buildings, etc., that have a footprint larger than 14.0 m² (151 square feet).
- Small buildings or sheds that measure less than 14.0 m² (151 square feet) in floor area but which are placed on a permanent foundation.
- Structural additions or alterations to existing buildings. These include basement developments, skylights and sunrooms. A permit is not required for painting, decorating, new siding, shingles, 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).
- Operating a home-based business.
- Fences that are higher than 1.0 m (3 ft., 3 in) in front yards or fences that are higher than 2.0 m (6 ft, 6 in) in side yards and backyards.
- Decks that are larger than 15.0 m² (162 square feet) in area or any smaller deck which does not meet the side or rear property line setbacks.
- Towers, flag poles, aerials, masts, etc., over 4.5m (15 ft.) in height above grade, or satellite dishes greater than 1.0 m (3 ft., 3 in) in diameter attached to an existing structure, in any Residential District.
- Landscaping which will alter land surface grades and/or storm water flow direction.
- 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 m² (24.6 square feet) in size.
- Retaining walls over 1m (3 ft., 3 in) in height. Signed and stamped engineered drawings will be required.
- Permanently installed private swimming pools and hot tubs.
- Failure to fully complete the application form and supply the required information, plans and fee may cause delays in processing your application.
- The Development Officer may refuse any application that is deemed incomplete.
- A Surveyor's Certificate may be required relating to the site or building which is the subject of the application.
- Construction undertaken following the approval of this development permit application may be regulated by the Alberta Building Code.
- Any actions taken by the applicant prior to the issuance of a development permit is issued is at his/her own risk.

PLEASE ENSURE THAT YOU HAVE TICKED OFF ALL THE BOXES ON THE FOLLOWING PAGE BEFORE SUBMITTING YOUR APPLICATION TO PREVENT DELAYS IN PROCESSING YOUR APPLICATION.

Development Permit Application Checklist

The following information is required to process your development permit application.

Completed application form

Payment of the applicable fees (non-refundable)

A copy of the Certificate of Title for the subject site dated within thirty (30) days of the application date, and copies of any caveats or instruments registered in favour of the Town.

Corporate Search, or a written statement on company letterhead which confirms the corporate signing authority of the applicant.

A signed consent form allowing right of entry of the property by the development officer

Site plans drawn to scale, professional produced or comparable to at the discretion of the Development Authority, showing:

North Arrow

Scale, revision history, and date of plan

Legal description of property

Municipal Address

Lot lines with dimensions

Proposed front, side and rear yards shown with dimensions

Proposed use and occupancy for ALL PARTS of the land and buildings

Location & dimensions of proposed local improvements, principal buildings and other structures, accessory buildings, garages, carports, parking spaces fences, driveways, paved areas and major landscaped areas including buffering and screening areas.

Development density, site coverage, floor space, height and number of stories

The grades of existing and proposed streets, lanes, sidewalks and sewers servicing the property

Existing and proposed deep and shallow utilities.

Streets, lanes, sidewalks, curbs, trails, highways and road right of way and existing or future access to the proposed development

Site topography, drainage patterns, grades and special conditions

Proposed removal of any trees.

Location of all registered utility easements and right of ways.

Confirmed location of any active or inactive oil or gas development or wells on or within 25 m of the site.

Floor plans, elevations, and exterior finishing materials

Any other thing which the Development Officer feels is necessary to adequately review this application for a proposed development.



Development Permit Application

Residential

Land Use Bylaw 778-2016

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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:

Dwelling Type	<input type="checkbox"/> ft ² <input type="checkbox"/> m ²	Accessory Building	<input type="checkbox"/> ft ² <input type="checkbox"/> m ²	Addition	<input type="checkbox"/> ft ² <input type="checkbox"/> m ²	Home * Occupation
<input type="checkbox"/> Constructed on Site		<input type="checkbox"/> Detached Garage		<input type="checkbox"/> Addition		<input type="checkbox"/> Minor
<input type="checkbox"/> Modular Home				<input type="checkbox"/> Deck(s)		<input type="checkbox"/> Major
<input type="checkbox"/> Manufactured – Mobile Home		<input type="checkbox"/> Other (specify)		<input type="checkbox"/> Other (specify)		* Business Information Form required
<input type="checkbox"/> Relocated Home						

Applicant: _____
 Printed Name of Applicant

 Signature of Applicant

Landowner: _____
 Printed Name of Landowner

 Signature of Landowner

Applicant must also read and sign the back of this application form



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. 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.

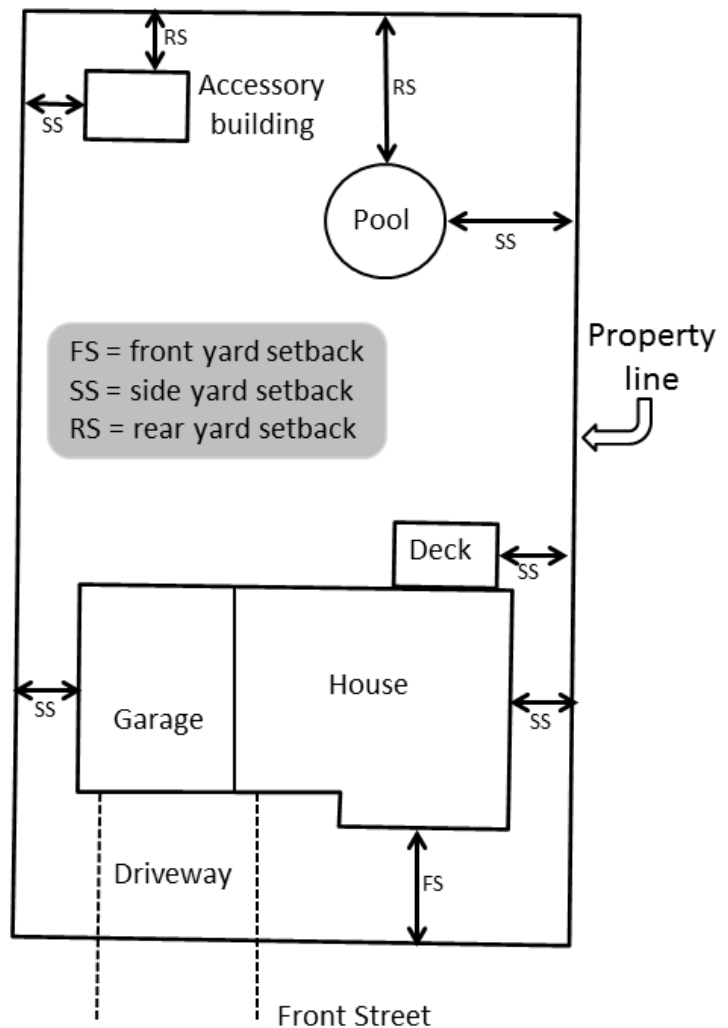
Site plans for **Commercial** or **Industrial** developments must also include:

- the site plan drawn to scale.
- 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

