



102 Kaybob Drive, PO Box 149, Fox Creek, AB. T0H 1P0

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## Development Permit "Change of Use" 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 824-2019 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 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. 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 m<sup>2</sup> (162 square feet) in area or any smaller deck which does not meet the side or rear property line setbacks.
- Landscaping which will alter land surface grades and/or storm water flow direction.
- Hard surfacing of any area greater than 7.5 m<sup>2</sup> (24.6 square feet) in size.
- 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



# Development Permit Application

## Residential

Land Use Bylaw 824-2019

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) <u>(include Estimated Value)</u>
\$

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

I consent to communication by Email.

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

I consent to communication by Email.

Dwelling Type	□ ft <sup>2</sup> □ m <sup>2</sup>	Accessory Building	□ ft <sup>2</sup> □ m <sup>2</sup>	Addition	□ ft <sup>2</sup> □ m <sup>2</sup>	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

# Declarations

## Application

I/we hereby make application for a Development Permit under the provisions of the Town of Fox Creek Land Use By-law 824-2019, 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 824-2019.

## 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> _____