



M.D. of Big Lakes  
 PO Box 239  
 High Prairie, Alberta T0G 1E0  
 Phone: 780-523-5955 Fax 780-523-4227  
 Toll Free: 1-866-523-5955  
 www.mdbiglakes.ca

Application No. \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
 Date Complete: \_\_\_\_\_  
 Deadline: \_\_\_\_\_  
 Fee Received: \_\_\_\_\_

**APPLICATION FOR DEVELOPMENT PERMIT**

**CONTACT AND OWNERSHIP INFORMATION**

APPLICANT: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
 \_\_\_\_\_ ALTERNATE: \_\_\_\_\_  
 \_\_\_\_\_ FAX: \_\_\_\_\_

I, the registered owner of the lands in questions, hereby authorized the above mentioned party to make application for the following development \_\_\_\_\_ REGISTERED OWNER OF LAND:

(PLEASE PRINT)

(SIGNATURE)

**SITE INFORMATION**

LEGAL DESCRIPTION: Lot \_\_\_\_\_ Block \_\_\_\_\_ Registered Plan \_\_\_\_\_

¼ \_\_\_\_\_ Section \_\_\_\_\_ TWP \_\_\_\_\_ RGE \_\_\_\_\_ W of 5 Meridian

LAND USE DISTRICT: \_\_\_\_\_ PARCEL SIZE: \_\_\_\_\_

FUTURE LAND USE DESIGNATION: \_\_\_\_\_

**DEVELOPMENT INFORMATION**

DESCRIBE THE PROPOSED DEVELOPMENT / USE OF THE PROPERTY: \_\_\_\_\_

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Dwelling (incl. home additions) | <input type="checkbox"/> Temporary Structure                    | <input type="checkbox"/> Manufactured Home (Mobile) |
| <input type="checkbox"/> Second Residence                | <input type="checkbox"/> Garage, Shop, Shed (Please circle one) | <input type="checkbox"/> Moved in Building          |
| <input type="checkbox"/> Modular Home                    | <input type="checkbox"/> Other: _____                           | <input type="checkbox"/> Demolition                 |

EXISTING BUILDINGS & PRESENT USE \_\_\_\_\_

INDICATE THE PROPOSED SETBACKS FROM THE PROPERTY LINES: (E,W,N,S) Note that your front yard is the yard that your access is facing, unless you have a lake lot where the front yard is the lake and rear yard is the access.

Front Yard ( E, W, N, S ) \_\_\_\_\_ Rear Yard ( E, W, N, S ) \_\_\_\_\_

Side Yard ( E, W, N, S ) \_\_\_\_\_ Side Yard ( E, W, N, S ) \_\_\_\_\_

ESTIMATED DATE OF COMMENCEMENT: \_\_\_\_\_ COMPLETION: \_\_\_\_\_ COST OF PROJECT: \$ \_\_\_\_\_

**GEOGRAPHIC**

ARE ANY OF THE FOLLOWING WITHIN ½ MILE OF THE PROPOSED DEVELOPMENT:

- |   |   |
|---|---|
| Land fill or garbage disposal site _____      | Confined livestock operation _____      |
| Sewage treatment plant or sewage lagoon _____ | Sour Gas Well or Pipeline _____         |
| River or Waterbody _____                      | Multi Lot Residential Subdivision _____ |
| Slopes of 15% or greater _____                | Provincial Highway _____                |
| Metis Settlement / First Nation _____         | Municipality _____                      |

**LONG TERM IMPLICATIONS OF BUILDING CONSTRUCTION AND NEW RESIDENTIAL SITES**

If you are starting a new residential building site, please note the following?

- Ensure that your site sketch includes your residence and major accessory buildings, even if they are not to be constructed at this time.
- Be advised that if your future plan is to subdivide at a later date, panhandle subdivisions are not permitted unless there is a physical justification. You can check with a subdivision officer to determine if your site plan lends itself well to future subdivision.
- Is your setback from the roadway sufficient if the road is widened?
- Have you verified the location of your property pins?
- Are your water, sewer and residence spaced properly? Remember that a water source (ie: cistern, well, lake) must be 10 metres (32.8 ft.) from a holding tank and field system.

**DECLARATION**

I hereby allow right of entry for inspection purposes \_\_\_\_\_

I hereby make this application and acknowledge all plans and information submitted are, to the best of my knowledge, true and accurate:

\_\_\_\_\_ Date

\_\_\_\_\_ Applicant's Signature

The personal information on this form is being collected for the purpose of processing the Development Permit Application under the Authority of the Freedom of Information and Protection of Privacy (FOIP) Act, and is protected by the FOIP. If you have any questions about the collection, contact the Municipal District of Big Lakes FOIP Assistant at phone 523-5955

**OFFICE USE ONLY**

Proposed Building or Use	
Permitted or Discretionary:	
Road Classification	
Provincial, Arterial, Collector or local	
AB Transportation Referral Required	
Future Road RW width	

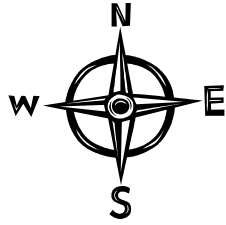


## PROPOSED DEVELOPMENT SKETCH

Lot \_\_\_\_\_ Block \_\_\_\_\_ Registered Plan \_\_\_\_\_

1/4 \_\_\_\_\_ Section \_\_\_\_\_ Twp \_\_\_\_\_ Rge \_\_\_\_\_ W of \_\_\_\_\_ Meridian

## SITE PLAN



- Please use the above square to represent the **quarter section** where development may occur. Draw your parcel and show its dimensions (this does not need to be scale). In the case of **multi-lot subdivisions**, use the above square to represent your entire lot.
- Indicate where buildings are and distances **from all property boundaries**. Also show distances **between** dwelling units and all other buildings.
- Include the location of all roads and/or road allowances. Show the location of the access to your property.
- Include shelterbelts, septic systems, utility lines, watercourses, steep slopes or any other feature used to determine the location of the proposed development

## DEVELOPMENT PERMIT PROCESS

1. The Development Permit Application is to be filled out including an **attached site plan**, and any other information required, giving the dimension of the lot and the distances from the proposed development to property lines on all four sides.
2. Residential Development - A \$60.00 fee for the first \$100,000 plus \$10.00 for each additional \$100,000 thereafter (cost of development) will apply for the Development Permit Application. Commercial/Industrial Development – A \$150.00 fee for the first \$100,000 plus \$10.00 for each additional \$100,000 thereafter (cost of development) will apply for the Development Permit Application.  
The penalty for development that has begun prior to obtaining a permit is double the regular application fee plus \$100.00 per \$100,000 of the cost of development.
3. The M.D. office will then place an ad in the newspaper upon approval of the Development Officer/Municipal Planning Commission.
4. You will receive a copy of the Notice of Decision and Development Permit Application in the mail dated the day the Development Permit was advertised in the paper although the Development Permit is not valid until 22 days after the Date of Issue of Notice of Decision.
5. The Development Permit is subject to the following conditions (this is noted on the Notice of Decision form in the gray area):
  - a) That the development or construction of the said land(s) will not begin until 22 days after the Date of Issue of Notice of Decision.
  - b) That the development or construction shall comply with the conditions of the decision herein contained or attached.
  - c) That the development or construction will be carried out in accordance with the approved plans and application.
  - d) That this permit shall be invalid should an appeal be made against the decision. Should the Development Appeal Board approve the issue of this permit, the permit shall be valid from the date of decision and in accordance with the conditions of the Development Appeal Board.
  - e) This permit is valid for a period of 12 months from the date of issue or the date of an approved decision of the Development Appeal Board. If at the expiry date of this period the development or construction has not been commenced or carried out with reasonable diligence this permit shall be invalid.
6. After the advertisement period the Development Permit and Notice of Decision are photocopied and sent to various other agencies that require a copy of the approved development permit.
7. If your application has been refused or approved subject to conditions set forth by the Development Authority, you can appeal the decision to the **SUBDIVISION AND DEVELOPMENT APPEAL BOARD**. If an applicant wishes to appeal the decision, a written notice of appeal must be served to the Subdivision and Development Appeal Board Secretary **within 22 days of the Date of Issue of Notice of Decision**. Appeals may be mailed to:

**SECRETARY, SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

**Box 239**

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