



APPROVAL OF USE/DEVELOPMENT PERMIT APPLICATION

INFORMATION AND CHECKLIST REQUIREMENTS

An Approval of Use Application will only be accepted and processed when it is completed in its entirety. The following checklist **must be signed and completed** by the applicant and attached to the Application.

Required Information Checklist

Completed N/A

- Application Form**
- Signatures of all Registered Land Owners**
- Site Plan– indicating road access point, parking area, and building footprint.**
- Floor Plan**
- Building Plans – 3 copies (i.e., Floor Plan, Elevations including all dimensions if work is being completed inside)**
- Appointment of Agent – If applicable – see pg. 5**
- Statutory Declaration Form – If applicable – see pg. 6**
- Application Fee – Payable by cheque, debit, or cash to Red Deer County.**

Please be advised that additional information may be required by the Development Authority

Applicant Name: _____ Signature: _____ Date: _____

IMPORTANT INFORMATION

- Incomplete applications will not be accepted and will be returned to the Applicant.
- An application is not complete until a development officer has deemed it so.
- The Development Authority has 40 days to render a decision upon receipt of this application.
- Color renderings are required for all sign, industrial, commercial and institutional developments.
- In consideration of any permit issued in respect to this application, the Applicant shall indemnify and hold harmless Red Deer County, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly from anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized.
- Any development or changes to your property may affect your property assessment and taxes. If you have any questions or concerns, please call the Assessment Department at 403.350.2166.

ADDITIONAL PERMIT REQUIREMENTS

Please be advised that your development project may require approvals and permits other than those issued by Red Deer County. Approval may be required from the following agencies, but are not limited to:

- Alberta Environment
- Alberta Infrastructure & Transportation
- National Resources Conservation Board (NRCB)
- Alberta Agriculture
- Alberta Energy and Utilities Board
- Alberta Health Services
- Petroleum Tank Management Association of Alberta
- Other agencies as required

It is the applicant's responsibility to obtain any necessary permits as Planning & Development Services may require copies. All projects should commence with consideration of the Home Owners FireSmart Guidelines and the Provincial Fire Code.

Property owners can obtain information regarding utilities, well, pipeline etc., that may be located on, over or below their property by contacting Alberta Energy Regulator Toll Free at 1.855.297.8311 or visit the website: www.aer.ca.

PUBLIC NOTICE

The following will be the manner in which notice will be given for the issuance of Development Permits:

- **PERMITTED USES:** Upon the issuance of a Development Permit, the details will be posted on the County's website.
- **DISCRETIONARY USES:** Upon an approved decision of an application, the details of the application will be advertised in the Red Deer Express.



APPROVAL OF USE APPLICATION

SECTION A – CONTACT INFORMATION

Name of Applicant: _____

Mailing Address: _____ City: _____ Province: _____ Postal Code: _____

Contact Name(s): _____

Phone #: _____ Alternate #: _____ Fax #: _____ Email: _____

Landowner(s) (if applicant is not the landowner): _____

PLEASE NOTE: when your permit is ready, you will receive an electronic copy and a hard copy will follow in the mail. Please contact the Planning and Development Desk if you require more information.

SECTION B – SITE INFORMATION

Legal: (circle one) NE NW SE SW ¼ Section _____ Township _____ Range _____ W _____ M

Lot _____ Block _____ Registered Plan _____ Rural Address (911-blue sign): _____

Land Use District: _____ Parcel Size: _____ Ha/Acres

SECTION C – DEVELOPMENT DETAILS

Proposed Use: _____

Existing buildings and present use: _____

Size of Occupancy Area: _____

SECTION D – FINAL AUTHORIZATION

By submitting an application for development, I am allowing right of entry for inspection purposes. I hereby make application and acknowledge all plans and information submitted are, to the best of my knowledge, true and accurate.

APPLICANT NAME: _____ SIGNATURE: _____ DATE: _____

OWNER NAME: _____ SIGNATURE: _____ DATE: _____

OWNER NAME: _____ SIGNATURE: _____ DATE: _____

Please Note: The personal information requested in these forms is protected under the Freedom of Information and Protection of Privacy Act (FOIP). Collection of the personal information on this form is authorized under the Municipal Government Act and is required for the purpose of the County’s Planning & Development processes. The information will be used by the County staff and representative contact information. If you have questions regarding FOIP, please phone 403.350.2150 and ask for the FOIP Coordinator.



PLANNING & DEVELOPMENT SERVICES

38106 Range Road 275
Red Deer County, AB T4S 2L9
Phone: 403.350.2150
Fax: 403.346.9840

OFFICE USE ONLY

APPLICATION FEE: \$ _____ LINC NUMBER _____
ROLL NUMBER: _____ LEGAL FILE: _____
FILE NUMBER: _____ DIAMOND NUMBER: _____

BUSINESS OPERATION DETAILS

Describe the business operation: _____

Business Name: _____

Office location: _____

ADVERTISING / MARKETING / SIGNAGE

Will the business be advertised / marketed / have a sign? YES NO

Advertising / Marketing / Signage Details: _____

TRAFFIC

Will the development generate additional traffic to the business / home YES NO

Traffic details: _____

STAFFING & VEHICLES

How many people will your business employ? _____ Residential employees
_____ Non-residential employees

How many vehicles will be directly associated with the business? _____

Vehicle Details: _____

OUTDOOR STORAGE

Will there be outdoor storage? YES NO

Will it be visible from the road? YES NO

Outdoor storage screening / securing details: _____



APPOINTMENT OF AGENT

This form must accompany all applications where the applicant is not the registered landowner.

PLEASE INCLUDE ALL NAMES ON THE CERTIFICATE OF TITLE

I/We _____, being the registered owner(s) of:

Lot _____ Block _____ Registered Plan _____

NE NW SE SW ¼ _____ Section _____ Township _____ Range _____ West of _____ Meridian

do hereby authorize:

_____ of _____, to act as Agent on my behalf in the matter of rezoning, subdivision and/or development of the above referenced lands only for the purpose of the current application dated _____, after which this authorization shall expire.

AGENT INFORMATION

Mailing Address: _____ City: _____ Province: _____ Postal Code: _____

Phone #: _____ Alternate #: _____ Email: _____

LANDOWNER INFORMATION

Mailing Address: _____ City: _____ Province: _____ Postal Code: _____

Phone #: _____ Alternate #: _____ Email: _____

Landowner Signature _____ Date _____

ADDITIONAL LANDOWNER SIGNATURES IF REQUIRED:

Signature _____ Date _____

Signature _____ Date _____



STATUTORY DECLARATION

Of Signing Authority

I, _____ do solemnly and sincerely
declare that I have the legal authority to sign documentation on behalf of
(company name) _____ and that (company name)
_____ is the legal land title holder of
¼ _____ Section _____ Twp _____ Range _____ W of _____ M
Lot _____ Block _____ Plan _____

I make this solemn declaration this _____ day of _____ in the year 20____ at
_____, Alberta, Canada.

(printed)

(signed)

Sworn and Signed to be True in the
presence of:

Commissioner of Oaths
Province of Alberta, this
_____ day of _____, 20____.
Commission expires: _____