



Permit Fee: \$ _____ Security Deposit: \$ _____ Receipt # _____ Rec'd by: _____ Tax Roll: _____

DEVELOPMENT PERMIT APPLICATION

Land Use By-law No. 1389/24

Application # _____

I/We hereby make application for a Development Permit under the provisions of the **Land Use Bylaw** in accordance with the plans and supporting information submitted herewith which form part of this application. I/We understand that a 21-day appeal period follows notice of approval.

This is not a building permit; applicable building, gas, electrical, and plumbing permits must be obtained prior to commencing any renovation or new construction. Safety code permit applications and fees may be dropped off at the Town of Nanton Office for forwarding to: Superior Safety Codes Inc., Lethbridge, AB. Phone 1-877-320-0734

1.0 Applicant (Print Name): _____

Address: Box Number: _____ City/Town/Village: _____ Postal Code: _____

Tel. No. _____ Cell No: _____ e-mail: _____

I agree to receive correspondence via electronic message related to this application.

Registered Owner of Land: (If Different from Applicant) _____

Address: Box Number: _____ City/Town/Village: _____

Postal Code: _____ Tel. No. _____ e-mail: _____

2.0 Civic Address of Property: _____

Lot(s) _____ Block _____ Plan No. (Quarter Section) _____

Existing use of Land or Building: _____ Land Use District: _____

3.0 Proposed Development or Use: (see page 3 for application requirements) _____

Setbacks: Front Yard: _____; Rear Yard: _____; N / W Side Yard: _____; S / E Side Yard: _____

Height: _____; Floor Area: _____; Percent Building Coverage: _____; Lot Area: _____

Project Cost (materials and labor): \$ _____

Estimated Commencement Date: _____ Estimated Completion Date: _____

Will there be a water connection and/or disconnection at the curb stop required? Yes No Fee \$ _____

Signatures required on page 2 of this application.

A Development Officer shall, within 20 days after the receipt of an application for a development permit, determine whether the application is complete, during which time the application may be referred to other agencies and departments. Once an application is deemed complete, the Development Authority has up to 40 days to render its decision on an application and may request additional information.

Registered Owner/Applicant Signature

The Registered Owner/Applicant represents and warrants to the Town of Nanton that the information contained in this application and the dimensions shown on the plans submitted with this application are true and correct.

I, _____ (print name) hereby certify that I am (choose one) the Registered Owner or I am the Applicant and authorized to act on behalf of the Registered Owner.

Letter of authorization attached (if Registered Owner does not sign)

_____ Date__

Registered Owner(s) or Applicants' Signature

Right of Entry Signature

In accordance with the *Municipal Government Act*, I hereby authorize the Designated Officers of the Town of Nanton to enter upon the land for the purpose of conducting a site inspection in connection with my development permit application.

Registered Owner(s) or Applicants' Signature

Protection of Privacy

I understand that this application and accompanying information is public record that is accessible by the public. Upon request to the Town this application and file documentation will be made available for viewing.

Applicants' Signature

The personal information collected on this form is being collected under the authority of Section 4 of the Alberta Protection of Privacy Act, and Section 301.1 of the Municipal Government Act. The information will be used to process your application(s) and your name and address may be included on the reports that are available to the public. If you have any questions about the collection, use or disclosure of the personal information provided, please contact the Chief Administrative Officer at the Town of Nanton, 1907 – 21 Avenue, Box 609, Nanton, AB T0L 1R0 or phone 403-646-2029.



APPLICATION REQUIREMENTS

A Development Permit application shall be made using the appropriate application form available at the Town office and on the [Town's Website](#) and shall include an application fee as set within the *Fees, Rates and Charges Bylaw*, as amended. The application package shall include the following:

- i. Current copy of the Certificate of Title (within 60 days of submission) for the affected lands,
- ii. Current copies of any restrictive covenants or easements (within 60 days of submission),
- iii. A description of the existing and proposed use of the land, building(s) and structures and whether it is a new development, an alteration/addition, relocation or change of use and whether the use is temporary in nature,
- iv. Color renderings or facsimile acceptable to the Development Authority showing the exterior elevations including height, horizontal dimensions and finishing materials of all buildings, existing and proposed,
- v. Documentation from the Alberta Energy Regulator (AER) identifying the presence or absence of abandoned oil and gas wells as required by the *Matters Related to Subdivision and Development Regulation*, as amended,
- vi. A copy of the Site Plan showing:
 - a. Legal description of the site with north arrow, scale and municipal address,
 - b. Site area and dimensions of the front, rear and side yards if any,
 - c. Site drainage including any watercourses, finished parcel grades, road grades and slopes greater than 15%,
 - d. The location of all existing and proposed buildings and structures (including roof overhangs) and registered easements or rights-of-way, dimensioned to property lines and drawn to a satisfactory scale,
 - e. Existing and proposed parking and loading areas, driveways, abutting streets, avenues and lanes, and egress and ingress,
 - f. Where applicable, the location of existing and proposed utilities, wells, septic tanks, disposal fields, culverts and surface drainage patterns,
 - g. Where applicable, the identification of trees to be cut down or removed, and
 - h. Any additional information as may be stipulated in the standards of development, and
- vii. When required by the Development Authority:
 - a. A Real Property Report prepared by an Alberta Land Surveyor, if there is any doubt as to the boundaries of the parcel,
 - b. Engineering and other reports to prove the safety and suitability of the site for the purpose intended, including a declaration that the site is free from contamination,
 - c. Landscaping Plans where required in alignment with Section 3.21,
 - d. A site drainage/stormwater management plan prepared by a qualified professional, to the satisfaction of the Development Authority, for all commercial, industrial, greenhouses and multi-unit developments or other developments as required by the Development Authority,
 - e. A Traffic Impact Assessment,
 - f. Elevations showing the proposed exterior of a building,
 - g. Any supporting studies, plans or other information deemed necessary, and
 - h. Any other additional information required for a Specific Use or Activity, as outlined in **Section Four – Specific Uses and Activities**.

An application for a Development Permit must be made by the registered owner(s) of the land on which the development is proposed. An application may be made by a person who is not the registered owner of the land only with written consent of the registered owner(s).