



Development Permit Application Form

OFFICE USE ONLY	
DP #	_____
Fee:	_____
Receipt No:	_____

This Application Form shall be **complete** and include an attached Development Permit Checklist. Please Note:

- **NO DEVELOPMENT** shall commence without a valid Development Permit. Any work started prior shall be subject to a double fee penalty and further enforcement actions;
- An **Administrative Fee** will be withheld for any refunds. Please note that all applicable permit refunds will be issued by cheque only; and,
- Submission of a duly signed application form authorizes the Development Officer to enter the property to carry out inspections necessary for this development.

I/We hereby make application under the provisions of the Land Use Bylaw 99/059 for a Development Permit.

PLEASE PRINT

Applicant and Owner Information:

Applicant Name: _____
Mailing Address: _____
_____ Postal Code: _____
Daytime Phone: _____ Alternate: _____ Fax: _____
Email Address: _____

Registered Owner(s): _____
Mailing Address: _____
_____ Postal Code: _____
Daytime Phone: _____ Alternate: _____ Fax: _____
Email Address: _____

Property Information

Legal Land Description¹: _____ Lot: _____ Block: _____ Plan: _____
Alberta Township Grid System: LSD _____ Sec _____ TWP _____ Range _____ W4M
Civic Address: _____
Project Description: _____

Has development commenced? Yes No
Existing Use of Land or Building: _____
Size of Proposed Development (m²): _____
Estimated Construction Start Date: _____ End Date: _____
Estimated Construction Cost: _____

¹ Civic Address Translator: <https://apps2.rmwb.ca/electronicpermitting/CivicTranslator.aspx>



Detailed Property Information

Lot Area: _____ Building Area²: _____
Accessory Coverage³: _____ Site Coverage⁴: _____
Building Type: _____ Number of Storeys: _____

Credit Card Information

Credit Card #: _____ Card Type: _____
Card Holders Name: _____ Expiry Date: _____

Registered Owner (or person acting on the registered owner's behalf)

I, _____ hereby certify that

- I am the registered owner, or
- I am the agent authorized to act on behalf of the registered owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

Signature

Date

The personal information on this form is collected under the authority of Section 33 (c) of the *Alberta Freedom of Information and Protection of Privacy Act*. The personal information will be used as contact information and to process your application. If you have any questions regarding the collection or use of this information contact the Supervisor, Support Services, Planning and Development, Timberlea Landing, 309 Powder Drive, T9K 0M3, or call (780) 793-1069.

² Total includes attached garages, cantilevers, decks, porches, and/or verandas
³ If applicable, note the area of the shed or detached garage
⁴ The percentage of the lot area covered by proposed and existing structures