



DEVELOPMENT PERMIT INFORMATION PACKAGE

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada TOM 0W0
T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754
www.mountainviewcounty.com

INFORMATION AND CHECKLIST REQUIREMENTS

A Development Permit Application will only be processed when it is completed in its entirety. This checklist **should be completed by the applicant**. All boxes should be checked and the required information attached to the application. **The Planning and Development Department will accept the application when all of the following requirements are addressed. All boxes should either be a ✓ or N/A (not applicable).**

Required Information

- Application Form** - completed (please put N/A in spaces which are not applicable);
- Abandoned Oil and/or Gas Well Information** from Alberta Energy Regulator (AER) (see information on Pg. iv of v);
- Right of Entry Agreement** – please check yes or no;
- Signatures** – both Applicant and Landowner. The applicant is the person applying for the permit and may/may not be the landowner;
- Authorization Form** - signed by the landowner if the applicant is not the registered landowner;
- Business Information Form** - if applicable, please complete;
- Site Plan or Real Property Report** - legible and showing all of the necessary features as listed in this application form. Please note that the location of a dwelling on the property may affect future subdivision potential;
- Surrounding Land Use Map** - legible and representing the land use within a ½ a mile of the proposed development;
- Certificate of Title** - current within 30 days prior to the application being submitted and may be obtained from a Registries Office;
- Application Fee**, payable by cheque, debit, credit (Visa or MasterCard accepted), money order or cash to Mountain View County. See Fee Schedule (attached). * For credit card payment, please complete and submit the attached authorization form.

IMPORTANT INFORMATION

- Incomplete applications may be returned or cause delays in the processing of the application.
- Upon review of the application, additional information may be requested by the Development Officer.
- A building permit may be required for development of structures. New dwellings will require a New Home Warranty Certificate www.municipalaffairs.alberta.ca/alberta_home_warranties
- As per Land Use Bylaw:
 - Where development has proceeded without the necessary permits, the penalty fees shall be applied, in addition to the regular application fees. Penalty Fees may be waived if the application is submitted within the deadline on the Warning Notice or other correspondence to advise of non-compliant development or for voluntary applications.
- Any improvements and/or change of use may increase the assessment value of the property.

STANDARD CONDITIONS

Mountain View County has established Standard Conditions that routinely apply to Development Permits. These Standard Conditions have been set out in Policy 6002 and Procedure 6002-1. As part of your approval, you will be required to meet some or all of these conditions. Based on the circumstances of your property, additional conditions may be subscribed to your development. The Standard Conditions are as follows:

Standard Conditions

1. The provisions of the Land Use Bylaw.
2. Approval by the approving authority does not exclude the need and/or requirements of the Permittee to obtain any and all other permits as may be required by this or any other legislation, bylaws, or regulations.
3. The Development Officer may, by notice in writing, suspend a Development Permit where development has occurred in contravention to the terms and conditions of the permit and/or Land Use Bylaw.

Standard Conditions if Applicable:

4. Landowners shall be responsible for dust control on the County road adjacent to their property.
5. All access approaches must be to County standards. A no charge approach permit is required and can be obtained at the Mountain View County office.
6. An Alberta Land Surveyor is to locate / post the location of the building(s) /structure(s) prior to construction as per the approved sketch. The County shall not be responsible or liable for non compliance with this condition.
7. Prior to issuance of a Development Permit in the Flood Fringe, the applicant shall demonstrate that the floor level (including the construction system of the floor) is above the 1 in 100 year design flood. A qualified professional Engineer accredited by APEGA shall provide a detailed site survey and cross section drawings in support of the application.
8. The buildings will be flood proofed to the satisfaction of an Accredited Safety Codes Officer who must provide this documentation to Mountain View County.
9. A rural address is required to be posted on the property. The landowner shall contact Mountain View County to obtain a rural address and the requirements for positing it on the property as per the Rural Addressing Bylaw.
10. No development shall be constructed, placed or stored over an easement or utility right of way; the applicant/landowner is responsible for contacting Alberta-One-Call and/or other governing authority.

Permits Associated with Building Construction

11. If the development authorized by a development permit is not complete within twenty-four (24) months from the effective date of the permit, such permit approval ceases and the permit itself is deemed void, expired and without effect, unless an extension to this period has been previously granted.
12. Permittees are advised that they are subject to standards of the Safety Codes Act of Alberta and are responsible to meet the requirements of the Act in regards to building, electrical, gas, plumbing and private sewage disposal. Prior to construction required permits must be obtained from Mountain View County. Mountain View County shall not be responsible or liable in any manner whatsoever for any structural failures, defects or deficiencies whether or not the said development has complied with the Safety Codes Act of Alberta

Setback Distances/General Requirements

Agricultural Districts (A, A2, RF)	Country Residential District (CR)	Country Residential (1) District (CR1)
<ul style="list-style-type: none"> • Front yard on paved road 40.0 m (131.2 ft) from property line • Front yard on gravel road 60.0 m (196.9 ft) from property line 	<ul style="list-style-type: none"> • Front yard on paved road 30.0 m (98.4 ft) from property line • Front yard on gravel road 40.0 m (131.2 ft) from property line • Front yard on internal subdivision road 15.0 m (49.2 ft) from property line 	<ul style="list-style-type: none"> • Front yard on paved road 30.0 m (98.4 ft) from property line • Front yard on gravel road 40.0 m (131.2 ft) from property line • Front yard on internal subdivision road 7.0 m (23 ft) from property line
<ul style="list-style-type: none"> • 15.0 m (49.2 ft) from rear yard 	<ul style="list-style-type: none"> • 6.0 m (19.7 ft) from rear yard 	<ul style="list-style-type: none"> • 6.0 m (19.7 ft) from rear yard
<ul style="list-style-type: none"> • 15.0 m (49.2 ft) from side yard 	<ul style="list-style-type: none"> • 6.0 m (19.7 ft) from side yard 	<ul style="list-style-type: none"> • 4.0 m (13.1 ft) from side yard
<ul style="list-style-type: none"> • Exterior side yard setback is same as front yard from statutory road allowance. 	<ul style="list-style-type: none"> • Exterior side yard setback is same as front yard from statutory road allowance. 	<ul style="list-style-type: none"> • Exterior side yard setback is same as front yard from statutory road allowance.
<ul style="list-style-type: none"> • Setbacks exist for CFOs, oil and gas pipelines, sewage lagoons, landfills and solid board fences - please see Land Use Bylaw 	<ul style="list-style-type: none"> • Setback from existing agricultural parcel - 17.0 m (55.8 ft) 	<ul style="list-style-type: none"> • Setback from existing agricultural parcel - 17.0 m (55.8 ft)
<ul style="list-style-type: none"> • Minimum dwelling size 74.3 m² (800 ft²) 	<ul style="list-style-type: none"> • One-storey dwelling: Minimum dwelling size 92.9 m² (1,000 ft²) • Two-storey dwelling: Minimum dwelling size 120.8 m² (1,300 ft²) 	<ul style="list-style-type: none"> • One-storey dwelling: Minimum dwelling size 92.9 m² (1,000 ft²) • Two-storey dwelling: Minimum dwelling size 120.8 m² (1,300 ft²)
<ul style="list-style-type: none"> • Dwelling Unit - Max. height 12.2 m (40.0 ft) • All other uses - Max. height as deemed appropriate 	<ul style="list-style-type: none"> • Dwelling Unit - Max. height 10 m (32.8 ft) • All other uses - Max. height as deemed appropriate 	<ul style="list-style-type: none"> • Dwelling Unit - Max. height 10.0 m (32.8 ft) • All other uses - Max. height as deemed appropriate
<ul style="list-style-type: none"> • Storage of goods related to Ag. operations (ie equipment and hay stacks) - Min. front yard 15.0 m; must meet other yard requirements of district 		
* For corner parcels, please see relevant section of the Land Use Bylaw (available at www.mountainviewcounty.com)		
*For setback distances from existing & proposed highways & service roads, contact Alberta Transportation @ 780-427-2731		
*Parcel coverage restrictions may exist, please see Land Use Bylaw (available at www.mountainviewcounty.com)		
* A minimum setback of a five metre radius must be maintained from an abandoned oil and/or gas well		

You may apply for setback relaxations to some of these distances with this [Development Permit Application](#) which will be reviewed by the Approving Authority.

Note: This sheet has been generalized from our Land Use Bylaw and may be altered at the discretion of our Approving Authority.

Obtaining Abandoned Well Site Records:

1. Go to <http://mapviewer.aer.ca/Html5/Index.html?viewer=aerabnwells> and click "I accept". You can zoom into your property or click on "Area of Interest". Print off a copy of the map with your property showing clearly. Attach the printout to your application.
2. If it appears that a potential conflict between abandoned well locations and proposed surface development may exist, the proponent must contact the licensee of record for any additional information that may be required or to physically locate the well. If the proponent is unable to contact the licensee of record using the information provided, the AER may be able to assist with additional contact information. To obtain clarification about the information provided by the Abandoned Well Viewer, or if you do not have Internet access, contact the AER Customer Contact Centre by telephone at Toll-free: 1-855-297-8311 or by email at [inquiries@aer.ca](mailto:inquiries@ aer.ca) or contact Information Services by mail at AER, Suite 1000, 250 – 5 Street SW, Calgary AB T2P 0R4.
3. AER records may only provide general information on how these wells were abandoned. In such cases, the licensee of records should be contacted by the proponent for detailed information and verification of well data. If the licensee of record no longer exists, the proponent may contact the AER for assistance.

Abandoned Oil and Gas Well Information Contacts

Alberta Energy Regulator (AER)	Suite 1000, 250 - 5 th Street SW Calgary, Alberta T2P 0R4 Telephone: 403-297-8311 Email: inquiries@aer.ca
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New Home Warranty Certificate

Alberta Municipal Affairs	Telephone: 1-866-421-6929 www.homewarranty.alberta.ca
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Site Contacts

Service	Contact
Development Permits Building Permits/Inspections/ Electrical/Septic/Gas/Plumbing	Mountain View County (403) 335-3311
Water Well Information	aep.alberta.ca/water/reports-data/alberta-water-well-information-database/default.aspx
Test existing wells for water quality only	www.albertahealthservices.ca/4887.asp Drop-Off Location in Mountain View County Didsbury Health Unit 1210 20th Avenue, Didsbury, AB T0M 0W0 403-335-9393 (Please call first)
Testing wells for AB Mortgage & Housing etc.	Done by private labs
Drilling new wells by well drillers	They must report results to Alberta Environmental Protection Agency

PLANNING AND DEVELOPMENT SERVICES (Development Permit fees are based on use of property)

Development Permits - Permitted Uses	
◆ Agricultural [A / A(2)] Parcels over 10.1 acres plus	\$125.00
◆ Residential [R-CR / R-CR1] Agricultural [A / A(2)] Parcels 10 acres or less	\$300.00
◆ Commercial, Industrial, Parks & Recreational Districts, Public Service Districts, Direct Control	\$2.30 per \$1,000 of value (Minimum \$325/Maximum \$20,000)
◆ Amendment to Applications which have to go to MPC and/or ASDAA	Difference Between a Permitted or Discretionary Permit
◆ Refund prior to issuance of Permit	50% of original fee
◆ Time extensions to meet conditions at the request of the applicant	50% of original fee
◆ Long Range Planning Administration fee applicable to all permits issues (non refundable):	
• Agricultural [A/A(2)] Parcels over 10.1 acres plus	\$25.00
• Residential [R-CR/R-CR1] Agricultural [A/A(2)] Parcels - 10 acres or less	\$50.00
• Commercial, Industrial, Parks & Recreational Districts, Public Service Districts, Direct Control	\$75.00

Development Permits - Discretionary Uses	
◆ Agricultural [A / A(2)] Parcels over 10.1 acres plus	\$230.00
◆ Residential [R-CR / R-CR1] Agricultural [A / A(2)] Parcels 10 acres or less	\$380.00
◆ Commercial, Industrial, Parks & Recreational Districts, Public Service Districts, Direct Control	\$2.55 per \$1,000 of value (Minimum \$555/Maximum \$20,000)
◆ Aggregate Extraction/Processing	Flat Fee of \$1,055.00 + \$40.00/acre (Maximum of \$7,000.00)
◆ Recreational Resort/Tourist Campgrounds/ Waste Management Facility, Major	Flat Fee of \$1,055.00 + \$20.00/acre (Maximum of \$3,500.00)
◆ Amendment to Applications which have to go to MPC	50% of original fee
◆ Refund prior to Development review or non-response from applicant	85% of original fee
◆ Refund prior to application going to MPC or non-response from applicant	50% of original fee
◆ Refund after application goes to MPC	No refund
◆ Time extensions to meet conditions at the request of the applicant	50% of original fee
◆ Long Range Planning Administration fee applicable to all permits issues (non refundable):	
• Agricultural [A/A(2)] Parcels over 10.1 acres plus	\$25.00
• Residential [R-CR/R-CR1] Agricultural [A/A(2)] Parcels - 10 acres or less	\$50.00
• Commercial, Industrial, Parks & Recreational Districts, Public Service Districts, Direct Control	\$75.00
◆ Engineering Service Fee Development Agreements, Engineering Review (applies to high density development where no subdivision is proposed)	\$25.00/gross acre Minimum fee \$1,500.00

Penalty Fees

◆ Where development has proceeded without the necessary permits, the following fines, in addition to the regular application fees, as per the Land Use Bylaw, may be applicable:

	1 st Offence	2 nd Offence	3 rd Offence
Residential Development	\$1,000.00	\$1,500.00	\$2,500.00
Commercial/Industrial Development	\$4,000.00	\$6,000.00	\$8,000.00
Signage	\$500.00	\$1,000.00	\$5,000.00



Mountain View
C O U N T Y

DEVELOPMENT PERMIT APPLICATION

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PLDP _____

Discretionary Permitted

Contact Details

NAME OF APPLICANT(S): _____

Address: _____ Town/City: _____ Postal Code: _____

Phone #: _____ Fax #: _____

Alternate Phone #: _____ E-mail: _____

LANDOWNER(S) (if applicant is not the landowner): _____

Address: _____ Town/City: _____ Postal Code: _____

Phone #: _____ Fax #: _____

Alternate Phone #: _____ E-mail: _____

Site Information & Development Details

RURAL ADDRESS: _____

LEGAL: (Circle one) NE NW SE SW ¼ Section _____ Township _____ Range _____ W _____ M

Registered Plan # _____ Block _____ Lot _____ TITLE AREA: _____ hectares/acres

Is the property located on a developed County or Provincial Road? Yes No

EXISTING BUILDINGS: _____

NUMBER OF (existing) DWELLINGS: _____

PROPOSED DEVELOPMENT (what are you applying for): _____

Proposed Construction Details – If Application is for a Structure

TYPE OF STRUCTURE: Dwelling Garage Other (e.g. shop) _____

Type of Dwelling (check all that apply): New Construction RTM/Modular Mobile/Manufactured

Move-on Renovation Addition Secondary Suite First Dwelling

Second Dwelling “Attach Supplemental Form” Other _____

Square Footage: _____ Building Height: _____

Foundation/Basement: Pilings Crawl Space Full Basement Slab

*For Mobile Home: Size: _____ Year: _____ Model: _____

Serial Number: _____ Name/Make of Unit: _____

*For “Move-On” Dwelling (Please submit photographs of the building to be moved): Year Built: _____

Name of Mover: _____ Present Location of Dwelling: _____

Proposed Setbacks

Please indicate distance in meters and/or feet and circle applicable direction: (as per the site sketch on page 6 of 7)

Front Property Line: N S E W _____ Rear Property Line: N S E W _____

Side Property Line: N S E W _____ Side Property Line: N S E W _____

Abandoned Oil and Gas Well Information

Have you contacted the AER (Website) to determine if you have an abandoned oil and/or gas well? Yes No

- Is there an Abandoned Well on the property? Yes No
- If no abandoned well is present, please supply a printout from the AER website.
- If yes, please identify it on your site sketch and provide the Name of Licensee.

Licensee Name: _____

We require a printout of the mapping from the AER Website. To acquire this information a link has been provided;
<http://www.aer.ca/rules-and-regulations/directives/directive-079>

(Refer to iv of vi for detailed instructions)

Other Details

Please indicate if there are any of the following uses within one (1) mile of the proposed development:

- Gas Facilities/Pipelines Yes No Unknown Distance: _____
- Confined Feeding Operations Yes No Unknown Distance: _____

Please indicate the type of Sewage System that is existing or is proposed:

Septic Field Holding Tank Open Discharge Other (please describe) _____

Please indicate the type of Water Supply that is existing or is proposed:

Well Cistern Common Other (please describe) _____

Does the site have direct access to a developed Municipal Road? Yes No

Proposed Development has commenced Yes No

Estimated Commencement Date: _____ Estimated Completion Date: _____

Estimated Cost of Project: _____

Right of Entry Agreement

I hereby grant approval for Mountain View County staff to access the property for a Site Inspection: Yes No

Dwelling Unit Location on Property

- I have reviewed (informed my client of) the Municipal Development Plan (MDP) policies on panhandle subdivision design and how it can affect future subdivision potential.

Initial _____

Authorization Form

Please note that any contact regarding this application will be made with the applicant.

Please ensure that all names and signatures of those listed on the Certificate of Title are included below

I/We, _____

being the registered owner(s) of: Rural Address: _____

All/part of the _____ 1/4 Section _____ Township _____ Range _____ West of _____ Meridian

Plan: _____ Block: _____ Lot: _____

Do hereby authorize applicant(s): _____ to act as Applicant(s) on my/our behalf regarding the development application of the above mentioned lands:

The following information given on this form is full and complete and is, to the best of your knowledge, a true statement of the facts relating to this application for development approval.

Applicant(s) Signature

Date

Applicant(s) Signature

Date

Landowner Signature

Date

Landowner Signature

Date

Please complete the following if landowner is a registered company:

I, _____, have authority to bind _____
Name of Authorized Officer/Partner/Individual Insert Name of Corporation

Signature of Authorized Officer, Partner or Individual

Title of Authorized Officer, Partner or Individual

Signature of Witness

Name of Witness (please print)

Please complete the following section if you are applying for a Business

Nature of the Business

Name of Business: _____

Nature of Business - In the space provided below, please provide a description of the nature of the business including: services provided, products manufactured, items repaired, and goods offered for sale. If necessary, please use an additional page:

The following is a checklist to determine if your business qualifies as a Home Office, Home Base, or Contractors. Please answer the following:

- 1. Will any clients visit the home or property? YES NO
- 2. Will there be any potential for exterior impacts? (ie. noise, smoke, fumes, dust, etc.)..... YES NO
- 3. Will there be any outside signage related to the business?..... YES NO
- 4. How many employees (in addition to permanent residents)?..... _____
- 5. How many business related vehicles will be on the property?..... _____

If you have answered NO to all of the proceeding questions, have no employees, and no business related vehicles then your business is considered a Home Office and does not require a Development Permit.

I, _____ confirm that the above information accurately describes the
(Print Name)
home office business that will/is operating on _____
(Legal Land Location)

I undertake to comply with the above listed criteria for a Home Office Business and hereby give my consent to allow the release of any personal information provided with respect to this application.

Date

Signature

Date

Signature

If you have answered YES to any of the above questions, Have any Employees, and/or Business Related Vehicles, you require a Development Permit. Proceed with next page.

BUSINESS DETAILS

The following questions generally explain the details of your proposed business.

Please feel free to supplement this with your additional information, ie:

Website, Brochures, Business Plan, Marketing Info

- Will there be existing or new buildings used for the business? Please indicate which building will be used for the business on the site plan. _____

- What is the area which will be occupied for the proposed business? Please indicate the area of the building that will be occupied by the proposed business on the site plan. _____

- Identify how many people will be employed, including yourself _____
- How many clients/customers will visit during an average day _____ week _____
- Identify the daily hours of operation: _____
- Identify the months of operation: _____
- Identify the number, size, and type (i.e. commercial vehicles, cars, trucks, etc.) of vehicles to be used for the business (if any): _____

- Where will parking be provided for employees/clients/customers and delivery trucks? Please indicate parking area(s) on the site plan: _____

- Indicate the types of related materials stored for the business (where and how much is stored): _____

- What type of equipment will be used on the premises for your business (i.e. computers, tools, etc.): _____

- Will there be signage related to the business? If so, what size and indicate the location of the potential signage on the site plan: _____

*Please note that this entire application package must be completed and submitted for a business.

Site Plan of Proposed Development

The Site Plan must include all of the following information in order for it to be considered complete;

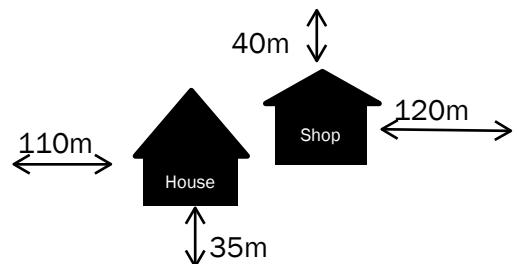
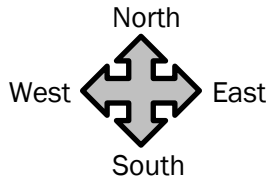
- Property lines with dimensions and total area of property;
- Location of all existing, temporary and proposed structures (ie. dwellings, sheds, signs, etc.);
- Setback distances of all structures, new and existing: from the front, rear, and side yards of structures to the closest property line (front yard refers to that portion of the building facing the road, property may have 2 front yards if next to 2 roads)
- Label roadways and indicate existing and/or proposed access to the site;
- If applicable, location of oil & gas wells, pipelines & facilities;
- Indicate the location of water wells and septic tank/sewage disposal systems;
- If applicable, location of natural features (water courses, wooded areas, etc.) and man-made features (drainage ditches, berms, etc.); and
- If applicable, location of all easements such as utility right of way, caveat, etc.

The below square may be used to represent ¼ Section or your yard-site.

	Indicate name of ROAD if applicable	
R O A D		R O A D
	Indicate name of ROAD if applicable	

Please indicate the distances from the closest structure(s) to all property lines.

For Example:



Surrounding Land Use Map

Please sketch a land use map representing the proposed development site and the land uses within $\frac{1}{2}$ mile of the proposed development site. This land use map should represent features such as dwellings, all other structures, confined feeding lots, old landfills, waste transfer stations, oil/gas facilities, roads, watercourses, and any other form of land use surrounding the proposed development site.

Each square represents a $\frac{1}{4}$ Section.

The central square represents the $\frac{1}{4}$ Section in which the development is proposed.



Visa - MasterCard Payment Authorization

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada TOM 0W0
T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754
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Transaction Date: _____

Payment Amount: \$ _____

Payment Method: Visa MasterCard

Name of Cardholder: _____

Signature of Cardholder: _____

Phone Number: _____

*Payment Reference: _____

i.e.: Planning; County Map; A/R Account; etc.

*We do not accept credit card payments for Tax or Municipal Reserve Payments. There is a \$3000 maximum for credit card payments.

Mountain View County shall not be responsible for the security of any information during delivery by mail or email, and the cardholder agrees as a condition of paying by credit card that it hereby releases and holds harmless the County from any and all claims arising therefrom.

The credit card information provided on this portion of the form will not be retained. Once the transaction authorized by this form has been approved, credit card information will be destroyed.

Credit Card Number: _____

CSV: _____

Expiry Date (mm/yr): _____

TO BE DESTROYED