



Have questions or need help?  
Mountain View County staff is available to assist you with your inquiries.

You can also follow us on  
Twitter: @MVCounty

## Please Remember

- Allow yourself plenty of time to obtain your permit.
- Make sure all of the information you give us is accurate. If it is not, a second permit may be necessary in the future.
- Do not begin development before your permit is issued. If you do, there will be a penalty fee.
- Development permits may be appealed. Allow yourself additional time for the appeal period to expire.
- You may begin development once all appropriate permits have been issued.



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**DWELLING UNITS**  
**Building or Moving a Home**  
**Onto Your Property**



**Mountain View**  
C O U N T Y

# Mountain View County

## Information on Building or Moving a Home onto your Property



### Dwelling Units

Dwelling Units are considered your full-time residence, and these may include but are not limited to: built on-site homes, manufactured or modular homes, and move-on homes.

#### Where do I Start?

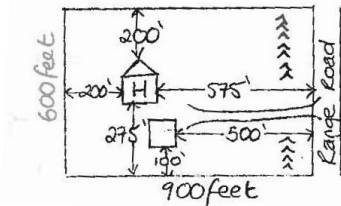
Before you begin you will need to make application for a Development Permit.

Applications can be picked up at the County Office or found on our website at:

[www.mountainviewcounty.com](http://www.mountainviewcounty.com)

#### What will I need to submit with my application?

- A current Certificate of Title (obtained within the last 30 days);
- The completed application form with BOTH applicant AND landowner signatures (if landowners are the applicant, they must sign as both)



- A site sketch showing setbacks to all property lines from your proposed accessory building and all existing buildings on the property;
- Submit Abandoned Oil & Gas Well Site Records (from AER).
- The application fee.

You will be contacted if more information is required.

#### How long will it take once I have submitted my application?

That depends on the type of development proposed. From the time an application is deemed complete, Development Permit Applications for Discretionary Uses can take up to 40 days and Development Permit Applications for Permitted Uses are usually issued within 14 days.

#### What is the difference between a Development Permit for a Discretionary Use and a Development Permit for a Permitted Use?

If your dwelling unit requires a relaxation to the regulations of the district you are located in OR if it is a discretionary use listed within your district; **you will need a Development Permit for a Discretionary Use.**

If your dwelling unit meets all the regulations of the district you are located in AND is a permitted use listed within your district; **you will need a Development Permit for a Permitted Use.**

A Development Permit application for a Discretionary Use takes longer for the following reasons:

- These applications must be considered by an approving authority other than the Development Officer (i.e. the Municipal Planning Commission or the Administrative Subdivision and Development Approving Authority).
- Mountain View County must advertise the decision in two consecutive issues of the Mountain View Gazette for a two week appeal period.

Development Permit applications for Permitted Uses may be approved by the Development Officer and cannot be appealed by neighboring landowners as per provincial regulations.

#### Where can I find what Zoning District my property is in?

Give us a call and we can help. We will need to know your legal land description to determine this information.

#### Where can I find the regulations to a Zoning District?

This information can be found in the Land Use Bylaw. This document can be viewed on our website at [www.mountainviewcounty.com](http://www.mountainviewcounty.com) or at the County Office.

#### Once I have my Development Permit, what happens next?

It is important to review your Permit along with the conditions. If you feel that a condition is not appropriate, you may make an appeal to the Subdivision and Development Appeal Board.

Depending on the type of development, you may need the following permits; **Building Permit, Electrical Permit, Plumbing Permit, Gas Permit, Private Septic/Sewer Permit.**