



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.

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

You can also follow us on
Twitter: @ MVCCounty



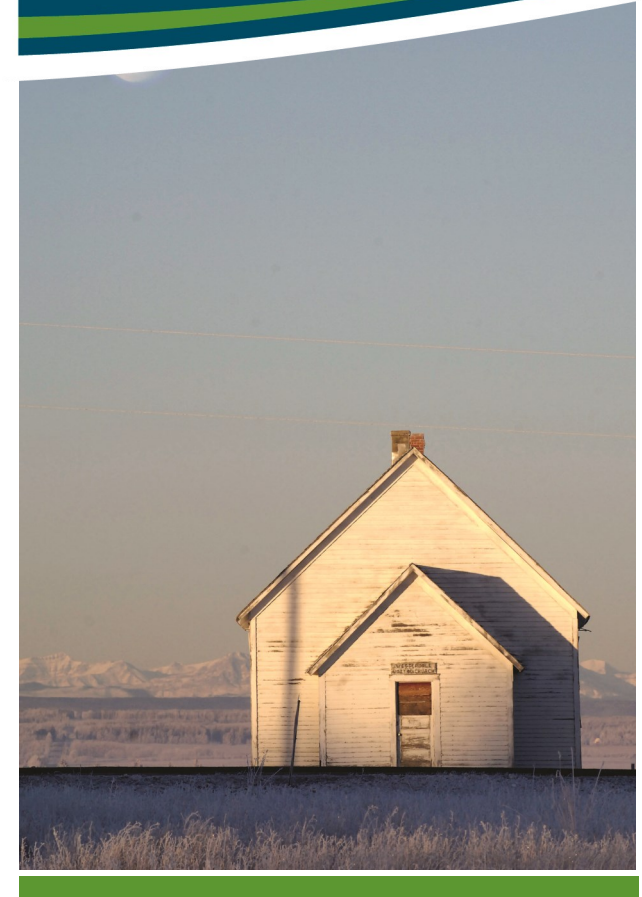
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INFORMATION ON DEVELOPMENT PERMITS



Mountain View
COUNTY

Mountain View County Development Permits



Development Permits

Before you begin construction on your property, it is likely you will need a Development Permit. These permits are needed for such things as dwelling units, dwelling unit additions, accessory buildings, home businesses, signs, recreational uses and setback relaxations.

Please call us and we can tell you whether or not a permit is needed for what you are planning.

Development Permit Applications for Permitted Uses:

These are considered more “straight-forward” types of development. For example, a residence on a lot that meets all the property line setbacks requires only a Development Permit application for permitted use. Permits for permitted uses are issued by the Development Officer and may not be appealed by neighbours, but can be appealed by applicants.

Development Permit Applications for Discretionary Uses:

These permits are needed for more complicated situations, such as move-in dwelling units, home businesses, signs, setback relaxations and recreational uses. These permits may be appealed, either by the owner or by the neighbours. These permits are advertised in the Mountain View Gazette and are dealt with by our Municipal Planning Commission or Mountain View County’s Administrative Subdivision and Development Approving Authority.

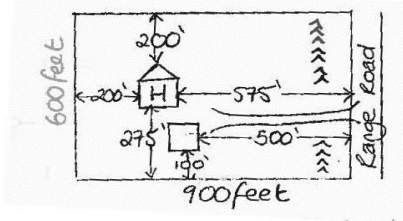
How long will it take once I have submitted my application?

That depends on whether the proposed development is a permitted or discretionary use within your zoning district. From the time an application is deemed complete, discretionary uses can take up to 40 days for a decision, permitted uses are usually issued within 14 days. Please refer to the regulations for your zoning district.

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;

For Example:



- Submit Abandoned Oil & Gas Well Site Records (from AER).
- The application fee.

You will be contacted if more information is required.

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.**

Please Note:

If you are building a new home, a copy of the **New Home Warranty Certificate** must be provided. For information on the New Home Warranty Program, please contact Alberta Municipal Affairs at 1-866-421-6929.

National Energy Code Compliance Report – This applies to new construction types and may include additions. All commercial, industrial, and institutional buildings must comply with the “National Energy Code of Canada for Buildings 2011”; and all housing, additions, and small building permit applications must comply with Section 9.36 of the “Alberta Building Code 2014”.

Application forms can be found on our website @ www.mountainviewcounty.com or picked up at the County Office.

This brochure outlines general information only. Please call us with your specific questions.