



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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ACCESSORY BUILDINGS What Do I Need to Know?



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MVC (08/08)

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Information on Accessory Buildings



What is an Accessory Building?

Accessory Building means a separate, stand-alone building or structure, the use of which is incidental and subordinate to the principal building on the same parcel. These are buildings such as barns, shops, wood sheds, detached garages, storage sheds, uonsets, etc.

Do I need a Development Permit?

This depends on the zoning district you are located within, the use of the building, where it will be situated on your land and if there is a primary building on the property.

If it is listed as “exempt” within your zoning district and it meets all of the regulations a Development Permit is not needed; however a Building Permit, Electrical Permit, Plumbing Permit, Gas Permit or Private Septic/Sewer Permit may be required. If it is not listed as “exempt” or you can not meet the regulations under your zoning district a Development Permit is required.

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?

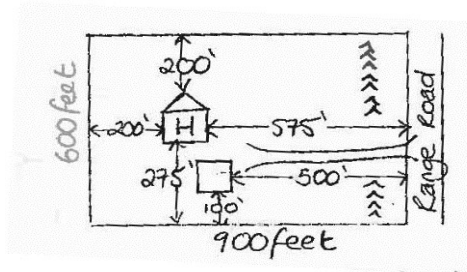
This information can be found In the Land Use Bylaw. This document can be viewed at the County Office or on our Website at:

www.mountainviewcounty.com

What will I need to submit with my application?

- A current Certificate of Title (obtained within the last 30 days before submission of your application).
- 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.

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

That depends on whether the proposed development is a permitted use or a 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 is the difference between a Discretionary Use and a Permitted Use Development Permit?

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

If your accessory building meets all the regulations of the district you are located in AND is a permitted use 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 decisions in two consecutive issues of the Mountain View Gazette for a two week appeal period.

Permitted Use Development Permit Applications may be approved by the Development Officer and cannot be appealed by neighboring properties.

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.**