

Planning and Development Services, 2001 Sherwood Drive, Sherwood Park, Alberta T8A 3W7

Phone 780-464-8080 Fax 780-464-8142  
email [planninganddevelopment@strathcona.ca](mailto:planninganddevelopment@strathcona.ca)Is Application for a New Home?  Yes  NoIf Not, Describe Proposed Development \_\_\_\_\_  
\_\_\_\_\_

Property Address \_\_\_\_\_ Subdivision \_\_\_\_\_

Legal description Lot \_\_\_\_\_ or Condo Unit \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_  
(if applicable) Quarter \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Meridian 4Applicant Name(s) \_\_\_\_\_ Contact Name \_\_\_\_\_  
(If different than applicant)

Applicant Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal code \_\_\_\_\_

Phone number \_\_\_\_\_ Alternate phone number \_\_\_\_\_ email \_\_\_\_\_

Landowner Name \_\_\_\_\_ Contact Name \_\_\_\_\_  
(If different than applicant) (If different than landowner)

Landowner Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal code \_\_\_\_\_

Phone number \_\_\_\_\_ Alternate Phone number \_\_\_\_\_ email \_\_\_\_\_

Notifications regarding your application will be sent by email. Please indicate if you require a paper copy of your Permit.

 yes  no If yes, do you want us to:  contact you for pick up  mail it out

I have been informed of the County bylaws, policies and regulations regarding this application. I understand that this permit application may be refused if the proposed development does not conform to all the aspects of the Land Use Bylaw. I am the owner/I have the consent of the owner to proceed with this Development Permit Application and I give consent to allow Council or a person appointed by it, the right to enter the land and/or building(s) with respect to this Application only.

\_\_\_\_\_  
Signature of authorized applicant(s)\_\_\_\_\_  
Signature of landowner(s)**Collection and use of personal information**

Personal information is collected under the authority of s. 33 (c) of the *Freedom of Information and Protection of Privacy Act* and will be used in the management and administration of Strathcona County's planning and permitting processes. Information related to your permit application and/or any permit(s) issued may be disclosed as allowed or required by law. If you have any questions about the collection, use or disclosure of your personal information, contact the Coordinator of Development Services, Planning and Development Services, Strathcona County at 780-464-8080.

**For office use only**

Roll number \_\_\_\_\_

Permitted  Discretionary  Land use district \_\_\_\_\_ Lot area \_\_\_\_\_ BP applied for **Fees**

Development \_\_\_\_\_ Date received \_\_\_\_\_ Application no. \_\_\_\_\_

Notification \_\_\_\_\_ Received by \_\_\_\_\_ Entered by \_\_\_\_\_

Total \_\_\_\_\_ Date entered \_\_\_\_\_

Receipt no. \_\_\_\_\_

Comments \_\_\_\_\_

# Development Permit - Application

(Page 2 of 3)

It is important to read and understand the following before completing this form. Please contact Planning and Development Services if you would like more detail.

- 1 Make sure the application form is complete and includes the appropriate fees. These fees are set according to the Fees and Charges Bylaw approved by Council. Please contact Planning and Development Services for additional details.
- 2 You may need to include some of the following with your application.
  - a) A site plan prepared by a certified Land Surveyor, where required. The site plan needs to show:
    - ✓ dimensions at appropriate metric scale
    - ✓ legends and north arrow
    - ✓ legal land description of the site and adjacent lots
    - ✓ boundary/property line dimensions
    - ✓ proposed development relative to the boundaries of the site including setbacks and yard requirements
    - ✓ development density
    - ✓ site coverage calculations
    - ✓ proposed access to abutting roads and on-site parking
    - ✓ dimensions and location of proposed site grades and drainage
    - ✓ existing buildings, roads, parking, rights-of-way and easements, floodplains, top of bank, and watercourses within or abutting the lot
  - b) Development drawings that include foundation and floor plans showing all occupancies and uses, elevations, cross sections, height by meters and the number of stories.
  - c) A traffic impact analysis for a large scale development, where required.
  - d) Landscape information and plans where landscaping is required by the Land Use Bylaw.
  - e) Sign applications need to include:
    - ✓ drawings that provide the dimensions, area, material, finishes, colors, size of lettering, wording and graphics, method of illumination, and mounting or erection details
    - ✓ drawings or photos which show the location and separation distances between all existing and proposed signs
  - f) Additional plans and information may be required and requested due to the nature and magnitude of a proposed development of use.
- 3 Review of a development proposal may be delayed if the form and/or additional information provided is incomplete. Should this happen we will need to contact you.
- 4 A permit is valid for 12 months from the date it is issued. If the development has not commenced or brought to a reasonable stage during that time, the permit will be considered null and void. If at any time the development has been stopped for a period of 6 months, the permit shall also be considered null and void.
- 5 A permit comes into effect 21 days following the date on the notice of decision. If a Development Officer:
  - a) refuses or fails to issue a Development Permit, or
  - b) issues a Development Permit subject to conditions, or
  - c) fails to make a decision within 40 days of accepting a completed application: then,the person applying for the permit, or a person affected by a decision or Development Permit issued by a Development Officer, may appeal to the Subdivision and Development Appeal Board (SDAB) within 21 days of the notice of issuance of a permit.

The SDAB may confirm, revoke or vary any decision of the Development Officer, any Development Permit or any condition, or may make or substitute any decision or permit of its own.

There is no appeal against a Development Permit for a permitted use unless the provisions of the Land Use Bylaw were relaxed, varied or misinterpreted.
- 6 All of the information and plans relating to this request shall conform to the Land Use Bylaw and any of its amendments.

# Development Permit - Application

**Payment information** - The information below is collected and will only be used to make the authorized credit card payment for this approved one-time amount. The information will only be copied, distributed, or otherwise disclosed with prior approval. This information will be processed and then immediately destroyed.

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If the completed application is being **mailed or delivered**, please complete the following:

<input type="checkbox"/> Receipt Required		Total Payment Submitted \$
Paying by: <input type="checkbox"/> Cheque <input type="checkbox"/> AMEX <input type="checkbox"/> Master Card <input type="checkbox"/> Visa (Postdated cheques are not accepted)		Cardholder Name
Card Number	Expiry Date	Signature

If the completed application is being **emailed**, please do not complete the credit card information, instead our staff will contact you for payment. As a PCI compliant organization, **we cannot accept credit card information through email.**