

DEVELOPMENT PERMIT APPLICATION

Application Date: _____

File Number: _____

1. Applicant Information	
Name of Applicant: _____ Mailing Address: _____ Telephone: _____ Email: _____	Name of Registered Owner: _____ Mailing Address: _____ Telephone: _____ Email: _____
2. Property Information	
Municipal Address: _____ Roll #: _____ Lot: _____ Block: _____ Plan: _____ Long Legal: Part of ____ ¼ section ____ township ____ range ____ W4M Zoning: _____ Parcel Size: _____ Lot Type: Interior ____ Corner ____ Describe the existing developments on the land: _____	
3. Proposed Development Details	
Proposed Use: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional Type of Development: _____ Proposed floor area: _____ (sq. ft.) Proposed height: _____ Estimated cost of development: \$ _____ Estimated commencement date: _____ Estimated completion date: _____ <u>Dwelling</u> : <input type="checkbox"/> New Construction <input type="checkbox"/> Mobile/Modular CSA # _____ <input type="checkbox"/> RTM (pre-built/new) <input type="checkbox"/> Move-On (prebuilt/existing) <input type="checkbox"/> Addition For "Move-On" building – Year built: _____ (please submit photographs of the building to be moved) <u>Accessory building</u> : <input type="checkbox"/> New Construction <input type="checkbox"/> Move-On (pre-existing or built off-site) List intended use for the accessory building: _____ <u>Non-residential uses</u> Off-street parking: # of spaces to be provided _____ size of spaces: _____ Off-street loading required: _____	
4. Variance Request	
Does this permit require a variance? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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56 Wheatland Ave, PO Box 460
Smoky Lake, AB T0A 3C0

P: 780-656-3674 | F: 780-656-3675
E: development@smokylake.ca

If yes, please explain (what part of the bylaw is being varied and the reason):

5. Registered Owner(s) Authorization of Agent

I/we (full name) _____ being the registered owner(s) of the land legally described under Section 2 of this application, do hereby authorize _____ (applicant/agent) to make an application for development affecting the subject land legally described in Section 2 of this application and act on my behalf.

Registered Owner(s) Signature(s)

Date (mm-dd-yyyy)

6. Right of Entry Authorization

I/we (full name) _____ being the registered owner(s), hereby give my/our consent for an authorized person of the Town of Smoky Lake the right to enter the subject land legally described in Section 2 of this application for the purpose of a site inspection pursuant to Town of Smoky Lake Land Use Bylaw.

Registered Owner(s) Signature(s)

Date (mm-dd-yyyy)

7. Applicant Declaration

I/we (full name) _____ hereby certify that I/we are the _____ the registered owner(s), or _____ the agent authorized on behalf of the registered owner(s) and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

Signature(s)

Date (mm-dd-yyyy)

FOR OFFICE USE ONLY

Fee: \$ _____

Receipt: _____

Permit Type:

Permitted Use

Discretionary Use

Variance

Date application deemed complete: _____

Notice of decision date: _____

Issue date: _____

Approved or Refused

Development Officer: _____

Municipal Planning Commission: _____

Freedom of Information and Protection of Privacy Act Collection Notice: By submitting the above information, your name, phone numbers, email address, street/physical addresses, and postal codes, are being collected in line with section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act. This information will be used to process your development permit application by the Town of Smoky Lake. If you have any questions about the collection of your personal information, you may contact the Town of Smoky Lake at 56 Wheatland Ave, Smoky Lake, AB T0A 3C0, 780-656-3674, or legislative@smokylake.ca.

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IMPORTANT NOTICES:

- ***This application does not permit you to commence any development until such time that a development permit has been issued by the Development Authority.***
- Failure to complete the application form and supply the required information may cause delays in processing the application.
- The Development Authority may require any additional information it deems necessary to make a decision on a development permit application.
- The Development Authority must, within 20 days after the receipt of the application for a development permit, determine whether the application is complete. You will be notified if your application is incomplete and will be notified when it has been deemed complete.
- Once the application is deemed complete, the Development Authority has 40 days to make a decision.
- A development permit comes into effect twenty-one (21) days after the issuance of the Notice of Decision. Any construction or development cannot commence until a development permit has been issued.
- A development permit approval is valid for one year from the date of issuance.

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TENTATIVE PLAN

Applicant Name: _____

File Number: _____

Please include the following information:

- Location of **EXISTING** buildings
- Location of **PROPOSED** buildings
- Front, rear, side setbacks for all buildings, including distances between
- Location of driveway/access
- Right-of-ways or Easements
- North arrow
- Location and name of roads (public & highway)

Signature of Applicant

Date

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