



Permit application

Residential development

Planning and Development
 101-1101 5 St., Nisku, AB T9E 2X3
 p: 780-979-2113 f: 780-955-8866
 development@leduc-county.com

Application number _____

Date _____

¼		Section		Township		Range		West of		Roll #	
Lot		Block		Plan		No. of ac/ha					
Civic address						Subdivision/hamlet					

Personal information

Landowner name		Phone	
Contact (if Company)		Phone	
Owner address		Fax	
Town/city		Postal code	
		Email	

Applicant name		Phone	
Applicant address		Fax	
Town/city		Postal code	
		Email	

Information

Existing buildings and land use	
Proposed development	

Dwelling type	<input type="checkbox"/> ft ²	<input type="checkbox"/> m ²	Addition	<input type="checkbox"/> ft ²	<input type="checkbox"/> m ²	Accessory building	<input type="checkbox"/> ft ²	<input type="checkbox"/> m ²	Site alteration
	Area	Height		Area	Height		Area	Height	
<input type="checkbox"/> Manufactured home			<input type="checkbox"/> Addition			<input type="checkbox"/> Detached garage			<input type="checkbox"/> Lot grading
<input type="checkbox"/> Modular home			<input type="checkbox"/> Deck(s)			<input type="checkbox"/> Shop			<input type="checkbox"/> Signs
<input type="checkbox"/> Relocated home			<input type="checkbox"/> Attached garage			<input type="checkbox"/> Other (specify)			Home-based business
<input type="checkbox"/> Constructed on site									

I/we hereby make application for a development permit under the provisions of the Land Use Bylaw in accordance with the plans and supporting information submitted herewith and which form part of this application.

 Authorized applicant printed name

 Authorized applicant signature

 Registered owner printed name

 Registered owner signature

For office use

Is the development within Leduc County municipal services area?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Rural Addressing	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Permitted <input type="checkbox"/>	Discretionary <input type="checkbox"/>
Land Use District		
Proposed Development		

Personal information provided is collected by Leduc County under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act (the FOIP Act) and we will protect it in accordance with Part 2 of that Act. We will use it to administer programs and services for which you have registered, and contact you if necessary. Should you require further information about collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-770-9251 or foip@leduc-county.com.

Application checklist

The completed development application <i>must</i> include:	✓ or X
Completed development permit application form, signed by applicant and registered landowner or their authorized representative.	
Site plan showing all required information (see attached checklist and sample site plan, site plans must be computer generated).	
One set of building plans including floor plan and elevations for all developments including additions, decks, manufactured and moved on homes – maximum size 11” x 17” (Plans for additions must include existing and proposed floor plans). Plans may be hand drawn but must be legible.	
Province of Alberta subdivision and development regulation form (dwellings only).	
If applicable include the following:	✓ or X
Applicant’s authorization form, if applying on behalf of the landowner(s).	
Grading plan – contact development services staff for details.	
Photograph of manufactured or moved on home or any leave as sited buildings.	
C.S.A. (Canadian Standards Association) certification for all manufactured and modular homes.	
Certificate of land title be obtained from either land titles directly (spin 2) or from an Alberta registries office within 30 days of date of application. (Leduc County can provide for a fee)	
Business information sheet (Home based business only).	
Has a roadside development permit application been submitted to Alberta transportation? Alberta transportation roadside development permit application, if required. http://www.transportation.alberta.ca/Content/docType329/Production/rdpapp.pdf	
NAV Canada Land Use Proposal submission form, if required. http://www.apps.tc.gc.ca/wwwdocs/Forms/26-0427E_1412-05_E_X.pdf	
Addressing fee.	
Development permit fee.	

Site and drainage plan requirements

A site plan <i>must</i> show the following:	✓
North arrow.	
Location, identification and dimensions of all existing and proposed developments including but not limited to infill, excavations, landscaping features, buildings, additions, outdoor storage and decks.	
Development setbacks from all property lines.	
Location of roadways.	
Locations of existing and proposed approaches.	
<i>If applicable, which of the following are included:</i>	✓ or n/a
Locations of existing and proposed rights of way, easements, pipelines, well sites and utility lines.	
Locations of water courses and water bodies including wetlands.	
Location of vegetation including tree stands.	
Dimensions or vegetation to be removed.	
Development setbacks from the top of bank and lakeshores.	
Location of proposed parking and loading as per Section 6.9 of the Land Use Bylaw.	
Location of proposed landscaping as per Section 6.6 of the Land Use Bylaw.	
Location of screening and fencing.	
Location of existing and proposed signs.	

If a drainage plan is required it <i>must</i> show the following:	✓
Drainage in and around the proposed development.	
General lot drainage.	

For multi-lot subdivisions and commercial/industrial uses, drainage plans must be drafted by a qualified person (engineer or legal land surveyor).

**PROVINCE OF ALBERTA
SUBDIVISION AND DEVELOPMENT REGULATION**

ADDITIONAL INFORMATION REQUIRED FOR DEVELOPMENT PERMIT APPLICATIONS

In order to expedite the review process, please answer the following questions with your application:

Questions: (Please attach site plans to show each or all of the information)

Check all spaces V (yes) X (no) ? (not sure)	Questions to be answered by all applicants:	<i>For Office Use only: (Actions required)</i>	<i>For Office Use only: (Results)</i>
	Is any proposed permanent additional overnight accommodation or public facilities within 100m of an oil or gas well head? S. 10(1)(2)		
	Is any proposed permanent additional overnight accommodation or public facilities within 1.5 km of a sour gas facility (including any well, battery, pipeline and plant)? S. 9(1)		
	Is any proposed residential, food establishment, school or hospital building within 300 m of the working area of a sewage treatment plant? S. 12(3)		
	Is any proposed residential, food establishment, school and hospital building site within 450 m of the working area of an operating or non-operating hazardous waste management facility or an operating sanitary landfill, modified sanitary landfill or dry waste site; or 300 m of the disposal area of an operating or non-operating sanitary landfill, modified sanitary landfill, dry waste site or an operating waste processing site, waste storage site, waste sorting station or waste transfer station. S. 13(3)		

In compliance with the Alberta Municipal Government Act and the Subdivision and Development Regulation, the above answers/information are provided as being accurate.

I (We) understand that the County, Province and/or other review Agencies may require additional information from me (us) in their review of this application.

Authorized applicant signature

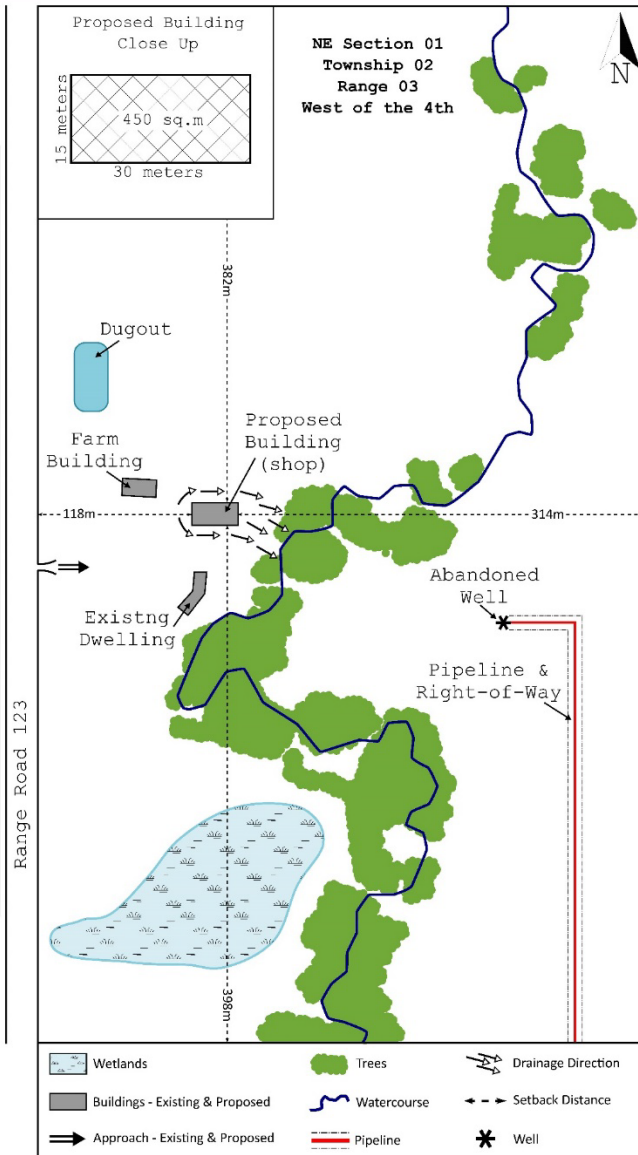
Date

Sample site plans

Site Plan must show the following:

- ✓ All existing and proposed structures
- ✓ Setback distances between proposed building(s) and property lines
- ✓ The legal description of the property
- ✓ Arrows indicating drainage pattern in the location surrounding the proposed building
- ✓ Any existing and proposed accesses
- ✓ Natural features such as trees, wetlands and other water bodies
- ✓ Oil and gas features (pipelines, wells, right-of-ways, etc.)
- ✓ North arrow

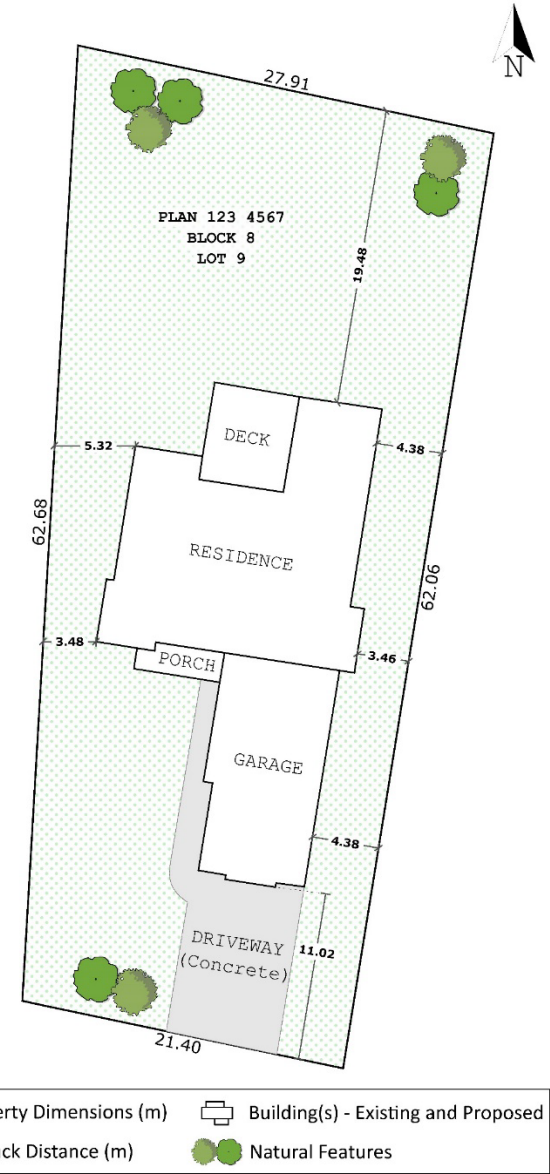
For more information about submission requirements, please contact Planning and Development at 780-979-2113.



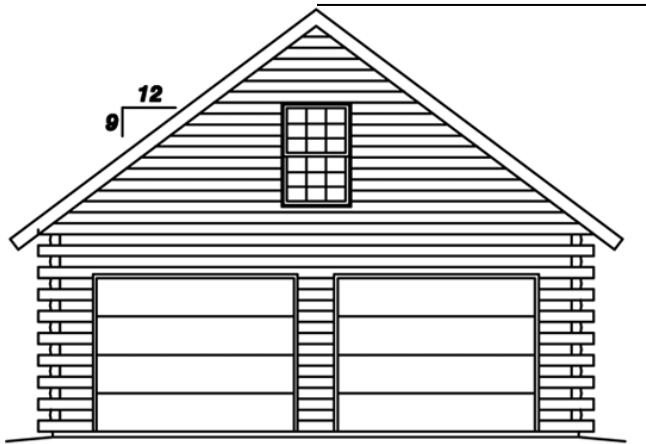
Site plan must show the following:

- ✓ All existing and proposed structures
- ✓ Setback distances to front, side and rear property lines
- ✓ Property dimensions
- ✓ Natural features such as trees, watercourses, wetlands, etc.
- ✓ The legal description of the property
- ✓ Surface treatment (gravel, asphalt, concrete, landscaping, etc.)
- ✓ North arrow

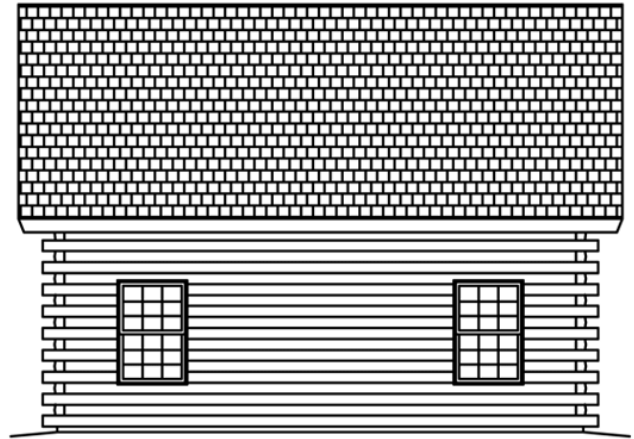
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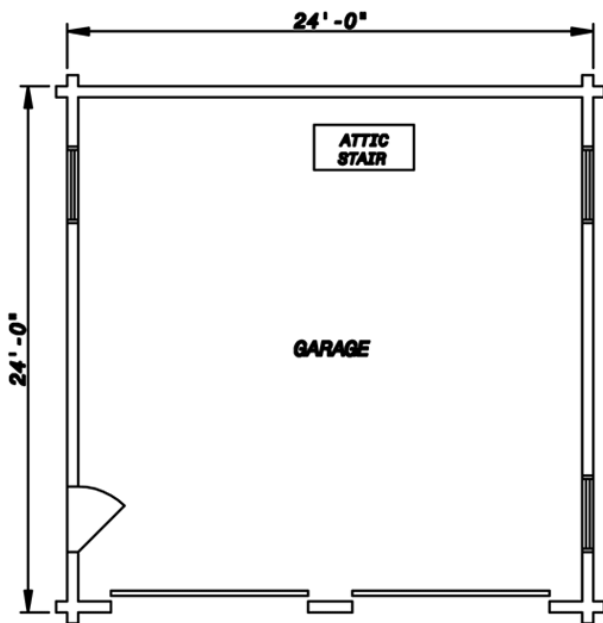
Sample building plans



FRONT ELEVATION



SIDE ELEVATION



FLOOR PLAN

©2012 Maine Cedar Specialty Products

Manufactured homes

Mobile/Modular/RTM

CSA Label #	
Alberta Municipal Affairs Label #	
Alberta Labour Label # (Older Homes)	
Manufacturer	
Year of Manufacture	
Serial #	
Manufacturer supplied blocking instructions?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Manufactured Home

Modular Home

RTM (ready to move)

Owner/Occupant name

Home based business Information sheet

Date _____

Home based business type (circle one)	Type 1 2 3
Name of business	

Business description

Hours of operation

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start							
Ent							
Total							

Employees

Number of employees				
Number of non-resident employees (max. 3)				
Number of employee vehicles (max. 3)				
Number of company vehicles				
Number of vehicle trips to the property				
Describe company vehicles	Year	Make	Model	Colour

Will equipment be stored outside	Yes <input type="checkbox"/> No <input type="checkbox"/>				
Will material be screened	Yes <input type="checkbox"/> No <input type="checkbox"/>				
Location of outdoor storage on property					
Size of outdoor storage area (max. 1000 sq.ft.)					
Material to be stored outside					
Buildings used for business				% used for business	
Signage (circle one)	Freestanding	Fascia	None	Size	

7.19 Home-Based Business

7.19.1 A Home-Based Business shall:

- (a) Not be approved on a lot without an occupied dwelling.
- (b) Not negatively affect neighbouring or adjacent residents by way of excessive lighting, operation at unreasonable times, traffic, noise, dust, or excessive on-street or off-street parking or any other factor considered relevant.
- (c) Not detrimentally vary the external appearance of land or buildings.
- (d) Not occupy more than 30% of the gross floor area of the principal dwelling or 50% of any accessory buildings.
- (e) Not use a County road for parking.
- (f) Be limited to one home based business per parcel. *Bylaw 23-16*

7.19.2 A Home-Based Business Type 1 shall:

- (a) Not store materials and equipment outdoors.
- (b) Not erect on-site signage.
- (c) Not permit client visits.
- (d) Not utilize commercial business vehicles.
- (e) Employ only residents who permanently reside in the dwelling.
- (f) Not operate outdoors. *Bylaw 23-16*

7.19.3 A Home-Based Business Type 2 shall:

- (a) Not store materials and equipment outdoors.
- (b) Not fabricate, repair or maintain equipment other than to service a permitted commercial vehicle.
- (c) Limit signage to one (1) non-illuminated identification *sign* not exceeding 1.0 m² (10.0 ft²) in size subject to the provisions Part Eight (8).
- (d) Be associated with no more than one (1) commercial vehicle, parked and maintained on the site; Vehicles *shall* not exceed one ton in weight.
- (e) Restrict the number of non-resident employees to one (1).
- (f) Limit client visits and vehicle traffic at the discretion of the Development Authority.
- (g) Not occupy more than 30% of the gross floor area of the principal dwelling or 50% of any accessory buildings.
- (h) Be limited to a maximum two year approval period, which will be subject to review through reapplication prior to expiration.
- (i) Not be located in a Dwelling, Secondary.
- (j) Not operate outdoors *Bylaw 23-16*

7.19.4 A Home-Based Business Type 3 shall:

- (a) Not be permitted in a multi-lot residential subdivision (4 or more contiguous parcels for residential purposes) or within 400 m (1,312 ft) of an existing multi-lot residential subdivision.
- (b) Screen Outdoor Storage from public view to the satisfaction of the Development Authority. The maximum permissible area for outdoor storage is 92.9m² (1000 ft²).
- (c) Be limited to one (1) non-illuminated identification *sign* not exceeding 1.0 m² (10.0 ft².) in size subject to the provisions Part Eight (8).
- (d) Be limited to a maximum two year approval period, which will be subject to review through reapplication prior to expiration.
- (e) Have no more than two (2) commercial vehicles and one (1) trailer, parked and maintained on the site. Vehicles *shall* be restricted to one vehicle, 1 ton or under and one vehicle over 1 ton up to a maximum of a semi-truck and associated trailer.
- (f) Limit the number of non-resident employees to a maximum of three (3).
- (g) Limit the number of non-resident employee vehicles parked on the site to a maximum of three (3).
- (h) Limit client visits and vehicle traffic at the discretion of the Development Authority.
- (i) Restrict outdoor activity to the loading and unloading of equipment to within an approved Outdoor Storage area.
- (j) Not be located in a Dwelling, Secondary.

Fee Schedule

Residential

New dwellings	\$217.00
Multi-family/town house (per unit)	\$217.00
Manufactured homes (with CSA label)	\$183.00
Additions, renovations	\$136.00
Secondary dwelling	\$324.00
Accessory buildings (detached garages, sheds, shops, etc.)	\$217.00
Lot requiring water service (per lot)	\$379.00

Home-based business

Home based business	\$324.00
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Commercial/industrial

Commercial/industrial	\$324.00
Lot requiring water service (per lot)	\$379.00

Compliance requests

Single family residential	\$162.00
Commercial, industrial, multi-family	\$324.00

Other development

Signs	\$244.00
Variance requests	\$244.00
Site stripping and/or grading, importing of soil and/or tree clearing	\$324.00
Permitted uses (not listed above)	\$217.00
Discretionary uses (not listed above)	\$324.00
Kennel license	\$60.00

Diamond Estates

Architectural design approval	\$324.00
Revised design approval (per submission)	\$162.00
Completion and infrastructure building damage deposit (per lot)	\$3,235.00
Landscaping deposit (per lot)	\$2,157.00
Lot grading within urban growth areas (per lot)	\$3,235.00

Rural address signage

Rural address sign - no internal subdivision road (2 nd or 3 rd residences - separate approach)	\$94.50
Rural address signs A & B (2 nd or 3 rd residences - same approach)	\$23.10

Plus

Corporate search	\$22.05
Title search	\$11.55

Important

1. The following applicants are exempt from the first \$500.00 of total cumulative county application fees for development and safety code permits and subdivision approvals in any calendar year,
 - a. Community hall association, societies or groups
 - b. Agricultural associations or societies
 - c. Religious organizations
2. Permit fees are GST exempt