



Permit application

Commercial 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	
Contact (if Company)				Phone	
Applicant address				Fax	
Town/city		Postal code		Email	

Information

Existing use of land/buildings	
Proposed development:	

Industrial/ commercial	<input type="checkbox"/> ft ²	<input type="checkbox"/> m ²	Addition	<input type="checkbox"/> ft ²	<input type="checkbox"/> m ²	Signs	<input type="checkbox"/> ft ²	<input type="checkbox"/> m ²	Site alteration
	Area	Height		Area	Height		Area	Height	
Office			<input type="checkbox"/> Addition			<input type="checkbox"/> Free standing			<input type="checkbox"/> Stockpiling
Frame & fabric			<input type="checkbox"/> Shop			<input type="checkbox"/> Fascia			<input type="checkbox"/> Lot grading/infill
Other (specify)						<input type="checkbox"/> Other (specify)			<input type="checkbox"/> Excavation
									<input type="checkbox"/> Landscaping

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.

 Signature of applicant

 Printed name of applicant

For office use

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

Applicant authorization

Date _____

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

¼		Section		Township		Range		West of		Roll #	
Lot		Block		Plan		Subdivision/hamlet					
Civic address											

Authorized person(s) name	
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*I/we the registered owner(s) of this property do hereby authorize the named person(s) to apply for a development permit application affecting the above mentioned property. **It is the responsibility of the signing landowner that any co-owners are notified of this application.***

Registered owner(s) name

Registered owner(s) name

Authorized person(s) signature

Authorized person(s) signature

Development 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. Maximum size 11" x 17". (Plans for additions must include existing and proposed floor plans)	
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).	
Relocatable Industrial accommodation (office trailers, work camps)	
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 this for an additional fee).	
Business information sheet	
Parking requirements	
Landscaping requirements	
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).

Business information questionnaire

File number _____

¼		Section		Township		Range		West of		Roll #	
Lot		Block		Plan		Subdivision/hamlet					
Civic address											

Name of business	
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	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours of operation							

Number of employees?	
Number of vehicles associated with the business that will visit the property on a weekly basis	
Number of vehicles weighing less than one ton (vans, pickup trucks, etc.)	
Number of vehicles weighing more than one ton (cube van, flat decks, etc.)	
Number of vehicles weighing more than five tonnes (semi-trailer, b-trains, dump trucks, etc.)	

Please provide a detailed description of the business you will be operating and the activities associated with the operation (use a separate sheet if you need extra space):

If you will be using any signage to identify or advertise your business, please describe the signs you propose (*Note: a development permit may be required for the sign*):

List any equipment that you will be using (including sea-cans):

Describe goods or equipment to be stored outside, including the height (indicate on site plan):

Are you storing or using any hazardous chemicals on the property for the operation of your business? If yes, list all hazardous chemicals you will be storing or using (*Note - hazardous chemicals are any chemicals covered by the Workplace Hazardous Materials Information System (WHMIS) regulations – please provide MSDS documentation*):

Relocatable industrial accommodation

Office trailers/work camps

Important note

Information is required for each unit of multi-unit installations.

Unit(s) to be occupied by	
Estimated length of time unit(s) will be in place	

Office unit(s) – cooking or bathroom facilities included	Yes <input type="checkbox"/> No <input type="checkbox"/>
Lunch room – cooking or bathroom facilities included	Yes <input type="checkbox"/> No <input type="checkbox"/>
Work site unit(s)/camp – with cooking and sleeping accommodation	Yes <input type="checkbox"/> No <input type="checkbox"/>
Work site unit(s)/camp – with bathroom facilities included	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other (specify):	

Manufacturer	
Year of manufacture	
Alberta Municipal Affairs label number(s)	
Serial number(s)	
Manufacturer supplied blocking instructions?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Fee schedule (2020)

Residential

New dwellings	\$217.00
Multi-family/townhouse (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 licence	\$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 (second or third residences - separate approach)	\$94.50
Rural address signs A and B (second or third residences - same approach)	\$23.10

Plus

Corporate search	\$22.05
Title search	\$11.55

Unless current search is provided within 30 days.

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 associations, societies or groups
 - b. Agricultural associations or societies
 - c. Religious organizations
2. Permit fees are GST exempt