



Mountain View
C O U N T Y

DEVELOPMENT PERMIT INFORMATION

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www.mountainviewcounty.com

INFORMATION AND CHECKLIST REQUIREMENTS

A Development Permit Application will only be processed when it is completed in its entirety. This checklist **must be completed by the applicant and attached** to the Development Permit Application in order for the application to be considered complete. All boxes should be checked and the required information attached to the application. **The Planning and Development Department will accept the application when all of the following requirements are addressed. All boxes must either be a ✓ or N/A (not applicable).**

Required Information

- Application Form** - completed (please put N/A in spaces which are not applicable);
- Signatures** - both Applicant and Landowner. The applicant is the person applying for the permit and may/may not be the landowner;
- Letter of Authorization Form** - signed by the landowner if the applicant is not the registered landowner;
- Application fee**, payable by cheque, debit, credit (Visa or MasterCard accepted), money order or cash to Mountain View County. See Fee Schedule (attached).
- Certificate of Title** - current within 30 days prior to the application being submitted and may be obtained from a Registries Office;
- Site Plan or Real Property Report** - legible and showing all of the necessary features as listed in this application form;
- Surrounding Land Use Map** - legible and representing the land use within a ½ a mile of the proposed development;
- Right of Entry Agreement** - please check yes or no.
- Subsidiary Occupation Application Form** - if applicable, please complete.

IMPORTANT INFORMATION

- Incomplete applications may be returned or cause delays in the processing of the application.
- Upon review of the application, additional information may be requested by the Development Officer.
- A building permit may be required for development of structures.
- If development commences prior to obtaining approval, a fine as specified in Section 7 of Land Use Bylaw No. 10/10 will be applied.
- Any improvements and/or change of use may increase the assessment value of the property.

STANDARD CONDITIONS

Mountain View County has established Standard Conditions that routinely apply to Development Permits. These Standard Conditions have been set out in Policy 6002 and Procedure 6002-1. As part of your approval, you will be required to meet some or all of these conditions. Based on the circumstances of your property, additional conditions may be subscribed to your development. The Standard Conditions are as follows:

Standard Conditions

1. The provisions of the Land Use Bylaw No.10/10.
2. Approval by the approving authority does not exclude the need and/or requirements of the Permittee to obtain any and all other permits as may be required by this or any other legislation, bylaws, or regulations.
3. The Development Officer may, by notice in writing, suspend a Development Permit where development has occurred in contravention to the terms and conditions of the permit and/or Land Use Bylaw.

Standard Conditions if Applicable:

4. Landowners shall be responsible for dust control on the County road adjacent to their property.
5. All access approaches must be to County standards. A no charge approach permit is required and can be obtained at the Mountain View County office.
6. An Alberta Land Surveyor is to locate / post the location of the building(s) /structure(s) prior to construction as per the approved sketch. The County shall not be responsible or liable for non compliance with this condition.
7. Prior to issuance of a (Development or Building) permit, the applicant will obtain documentation from a Registered Land Surveyor or Registered Engineer to confirm that the first floor level of the proposed new building will be at least 0.5m above the 1:100 year flood level.
8. The buildings will be flood proofed to the satisfaction of an Accredited Safety Codes Officer who must provide this documentation to Mountain View County.
9. A rural address is required to be posted on the property. The landowner shall contact Mountain View County to obtain a rural address and the requirements for positing it on the property as per the Rural Addressing Bylaw.

Permits Associated with Building Construction

10. If the development authorized by a development permit is not commenced and diligently pursued within eighteen (18) months from the effective date of the permit, such permit approval ceases and the permit itself is deemed void, expired and without effect, unless an extension to this period has been previously granted.
11. Permittees are advised that they are subject to standards of the Safety Codes Act of Alberta and are responsible to meet the requirements of the Act in regards to building, electrical, gas, plumbing and private sewage disposal. Prior to construction required permits must be obtained from Mountain View County. Mountain View County shall not be responsible or liable in any manner whatsoever for any structural failures, defects or deficiencies whether or not the said development has complied with the Safety Codes Act of Alberta

Setback Distances/General Requirements		
Agricultural Areas	Country Residential Areas (CR)	Country Residential (1) - (1.0 - 2.99 acres) Country Residential (2) - (0.25-0.99 acre)
<ul style="list-style-type: none"> • Front yard on paved road 40.0 m (131.2 ft) from property line • Front yard on gravel road 60.0 m (196.9 ft) from property line 	<ul style="list-style-type: none"> • Front yard on paved road 30 m (98.4 ft) from property line • Front yard on gravel road 40 m (131.2 ft) from property line • Front yard on internal subdivision road 15.0 m (49.2 ft) from property line 	<ul style="list-style-type: none"> • Front yard on paved road 30 m (98.4 ft) from property line • Front yard on gravel road 40 m (131.2 ft) from property line • Front yard on internal subdivision road 7.0 m (23 ft) from property line
<ul style="list-style-type: none"> • 15.0 m (49.2 ft) from rear yard • 15.0 m (49.2 ft) from side yard 	<ul style="list-style-type: none"> • 6.0 m (19.7 ft) from rear yard • 6.0 m (19.7 ft) from side yard 	<ul style="list-style-type: none"> • 6.0 m (19.7 ft) from rear yard • 4.0 m (13.1 ft) from side yard
<ul style="list-style-type: none"> • Exterior side yard setback is same as front yard from statutory road allowance. 	<ul style="list-style-type: none"> • Exterior side yard setback is same as front yard from statutory road allowance. 	<ul style="list-style-type: none"> • CR1 - Exterior side yard setback is same as front yard from statutory road allowance. • CR2 - Exterior side yard setback is the interior side yard PLUS 50% of front yard. Larger setbacks may be required for road widening and UROW requirements.
<ul style="list-style-type: none"> • Setbacks exist for CFOs, oil and gas pipelines, sewage lagoons, landfills and solid board fences - please see Land Use Bylaw 10/10 	<ul style="list-style-type: none"> • Setback from existing agricultural parcel - 17 m (55.8 ft) 	<ul style="list-style-type: none"> • CR1 - Setback from existing agricultural parcel - 17 m (55.8 ft) • CR2 - Setback from existing agricultural increased by 50% of the min. yard requirements or as approved by concept plan.
<ul style="list-style-type: none"> • Minimum dwelling size 74.3 m² (800 ft²) 	<ul style="list-style-type: none"> • One-storey dwelling: Minimum dwelling size 92.9 m² (1,000 ft²) • Two-storey dwelling: Minimum dwelling size 120.8 m² (1,300 ft²) 	<ul style="list-style-type: none"> • One-storey dwelling: Minimum dwelling size 92.9 m² (1,000 ft²) • Two-storey dwelling: Minimum dwelling size 120.8 m² (1,300 ft²)
<ul style="list-style-type: none"> • Dwelling Unit - Max. height 12.2 m (40.0 ft) • All other uses - Max. height as deemed appropriate 	<ul style="list-style-type: none"> • Dwelling Unit - Max. height 10 m (32.8 ft) • All other uses - Max. height as deemed appropriate 	<ul style="list-style-type: none"> • CR1 and CR 2 - Dwelling Unit - Max. height 10 m (32.8 ft) • CR1 - All other uses - Max. height as deemed appropriate • CR2 - Accessory Bldg. - Max. height 4.6m (15 ft) • CR2 - All other uses - Max. height as deemed appropriate
<ul style="list-style-type: none"> • Storage of goods related to ag. operations (ie equipment and hay stacks) - Min. front yard 15 meters; must meet other yard requirements of district 		
* For corner parcels, please see Section 9.5 of Land Use Bylaw No. 10/10 (available at www.mountainviewcounty.com)		
*For setback distances from existing & proposed highways & service roads, contact Alberta Transportation @ 780-427-2731		
*Parcel coverage restrictions exist, please see Land Use Bylaw No. 10/10 (available at www.mountainviewcounty.com)		

You may apply for setback relaxations to some of these distances with this **Development Permit Application** which will be reviewed by the Municipal Planning Commission.

Note: This sheet has been generalized from our Land Use Bylaw and may be altered at the discretion of our Municipal Planning Commission.

Site Contacts

Service	Contact
Development Permits Building Permits/Inspections/ Electrical/Septic/Gas/Plumbing	Mountain View County(403) 335-3311
Water Well Information	Water Well Licensing.....(403) 297-6649
Building Permits/Electrical/Gas/Plumbing/Septic Systems	Alberta Municipal Affairs & Housing Call Center/Technical Info.....1-866-421-6929
Test existing wells for water quality only	(North of Bergen Road) David Thompson Regional Health Authority Red Deer Community Centre...(403) 341-2157 2845 Bremner Avenue Red Deer, AB T4R 1S2 (South of Bergen Road) Calgary Health Region Environmental Health.....(403) 943-8054 1509 Centre Street SW Calgary, AB T2G 2E6
Testing wells for AB Mortgage & Housing etc.	Done by private labs
Drilling new wells by well drillers	They must report results to Alberta Environmental Protection Agency

Rural Addressing Checklist

Rural addressing is a simple, straightforward means to identify, locate and address properties in rural areas. Mountain View County Council passed a bylaw that requires all new developments and subdivisions to have rural address signage in place within three (3) months of construction.

In determining your Rural Address, we will need to come and survey your approach. These surveys will be done on or about the 15th of every month so be sure to plan ahead. Once the survey is complete, your address will be available within a couple of days.

Rural Address Checklist

- Write down your legal land description, example: SE 5-32-1 W5M
- Call the County Office at 403-335-3311 and ask for the GIS Coordinator, Therese Morris. Provide your name, legal land description and a contact phone number.
- You will get a call back from the County with your assigned address.
- Write down your Rural Address and post it by the telephone for easy reference.
- Purchase and then post your sign, using the specifications outlined in the Rural Addressing brochure available at the County Office.

Quick Facts:

- Fire, Police, EMS Services – Emergency services will be able to locate your residence quick and easy.
- Residential Services – You will need your rural address to have your power, telephone and gas services hooked up.
- Maintenance and Delivery Services – Your rural address will assist maintenance and delivery companies in finding your residence.

SCHEDULE "C"

PLANNING AND DEVELOPMENT SERVICES

Development Permits -Permitted Uses	
◆ Agricultural [A / A(2)] Parcels over 10.1 acres plus	\$125.00
◆ Residential [R-CR / R-CR1 / R-CR2] Agricultural [A / A(2)] Parcels 10 acres or less	\$300.00
◆ Commercial, Industrial, Parks & Recreational Districts, Public Service Districts, Direct Control	\$2.30 per \$1000 of value (Minimum \$325/Maximum \$20,000)
◆ Amendment to Applications which have to go to MPC and/or ASDAA	Difference Between a Permitted or Discretionary Permit
◆ Refund prior to issuance of Permit	50% of original fee
◆ Time extensions to meet conditions at the request of the applicant	50% of original fee
◆ Long Range Planning Administration fee applicable to all permits issues (non refundable)	
○ Agricultural [A / A(2)] Parcels over 10.1 acres plus	\$25.00
○ Residential [R-CR / R-CR1 / R-CR2] Agricultural [A / A(2)] Parcels 10 acres or less	\$50.00
○ Commercial, Industrial, parks & Recreational districts, Public Service Districts, direct Control	\$75.00

Development Permits -Discretionary Uses	
◆ Agricultural [A / A(2)] Parcels over 10.1 acres	\$200.00
◆ Residential [R-CR / R-CR1 / R-CR2] Agricultural [A / A(2)] Parcels 10 acres or less	\$350.00
◆ Commercial, Industrial, Parks & Recreational Districts, Public Service Districts, Direct Control, Agriculture Commercial, Agriculture Industrial	\$2.55 per \$1000 of value (Minimum \$525/Maximum \$20,000)
◆ Amendment to Applications which have to go back to MPC	50% of original fee
◆ Refund prior to Development review or non-response from applicant	85% of original fee
◆ Refund prior to application going to MPC or non-response from applicant	50% of original fee
◆ Refund after application goes to MPC	No Refund
◆ Time extensions to meet conditions at the request of applicant	50% of original fee
◆ Long Range Planning Administration fee applicable to all permits issues (non refundable)	
○ Agricultural [A / A(2)] Parcels over 10.1 acres plus	\$25.00
○ Residential [R-CR / R-CR1 / R-CR2] Agricultural [A / A(2)] Parcels 10 acres or less	\$50.00
○ Commercial, Industrial, Parks & Recreational Districts, Public Service Districts, Direct Control, Agriculture Commercial, Agriculture Industrial	\$75.00

Penalty Fees

◆ Where development has proceeded without the necessary permits the following fines may be applied by Bylaw Enforcement in addition to the regular application fees:

	1 st Offence	2 nd Offence	3 rd Offence
Residential Development	\$1000.00	\$1500.00	\$2500.00
Commercial/Industrial Development	\$2000.00	\$3000.00	\$4000.00



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PLDP _____
Discretionary Permitted

Contact Details

NAME OF APPLICANT: _____

Address: _____ Town/City: _____ Postal Code: _____

Phone #: _____ Fax #: _____

Alternate Phone #: _____ E-mail: _____

LANDOWNER(S) (if applicant is not the landowner): _____

Address: _____ Town/City: _____ Postal Code: _____

Phone #: _____ Fax #: _____

Alternate Phone #: _____ E-mail: _____

Site Information & Development Details

RURAL ADDRESS: _____

LEGAL: (Circle one) NE NW SE SW ¼ Section _____ Township _____ Range _____ W _____ M

Registered Plan # _____ Block _____ Lot _____ TITLE AREA: _____ hectares/acres

EXISTING BUILDINGS: _____

NUMBER OF DWELLINGS (existing): _____

PROPOSED DEVELOPMENT (what are you applying for): _____

Proposed Construction Details – If Application is for a Structure

TYPE OF STRUCTURE: Dwelling Garage Other (e.g. shop) _____

Type of Dwelling (check all that apply): New Construction Factory Built Home (Mobile/Modular) RTM Move-on Renovation
 Addition Secondary Suite First Residence Second Residence Other _____

Square Footage: _____ Building Height: _____

Footings: _____ Foundation: _____

Exterior Finish: _____ Roofing Material: _____

*For Mobile Home: Size: _____ Year: _____ Model: _____

Serial Number: _____ Name/Make of Unit: _____

*For "Move-On" Dwelling (Please submit photographs of the building to be moved): Year Built: _____

Name of Mover: _____ Present Location of Dwelling: _____

Proposed Setbacks

Please indicate distance in meters and/or feet and circle applicable direction:

Front Property Line: N S E W _____ Rear Property Line: N S E W _____

Side Property Line: N S E W _____ Side Property Line: N S E W _____

Please complete the following section if you are applying for a Business

Nature of the Business

Name of Business: _____

Nature of Business - In the space provided below, please provide a **detailed description** of the nature of the business including: services provided, products manufactured, items repaired, and goods offered for sale. If there is insufficient space, please attach additional pages:

The following is a checklist to determine if your business qualifies as a Level 1 (home office).

Please answer by circling the correct responses:

- | | | |
|--|-----|----|
| 1. Will any clients visit the home or property? | YES | NO |
| 2. Will there be the parking of any commercial vehicle(s) associated with the home office? | YES | NO |
| 3. Will there be any outside storage of any goods, materials, commodities or finished products? | YES | NO |
| 4. Will there be any employees except the resident and the resident's family who permanently reside in the dwelling? | YES | NO |
| 5. Will there be any outside signage related to the home office? | YES | NO |

If you have answered NO to all of the proceeding questions, kindly sign the following:

I, _____ being the registered owner and/or resident of the above described lands hereby give my consent to allow the release of any personal information provided with respect to this application. I undertake to comply with the above listed criteria for a Home Based Business Level1.

Date of Application

Applicant's Signature

If you have answered yes to any of the above questions, you are required to complete the following page for a Business.

BUSINESS DETAILS

- Will there be existing or new buildings used for the business? Please indicate which building will be used for the business on the site plan. _____

- What is the area which will be occupied for the proposed business? Please indicate the area of the building that will be occupied by the proposed business on the site plan. _____

- Identify how many people will be employed, including yourself _____
- How many clients/customers will visit during an average day _____ week _____
- Identify the daily hours of operation: _____
- Identify the months of operation: _____
- Identify the number, size, and type (i.e. commercial vehicles, cars, trucks, etc.) of vehicles to be used for the business (if any): _____

- Where will parking be provided for employees/clients/customers and delivery trucks? Please indicate parking area(s) on the site plan. _____

- Indicate the types of related materials stored for the business (where and how much is stored). _____

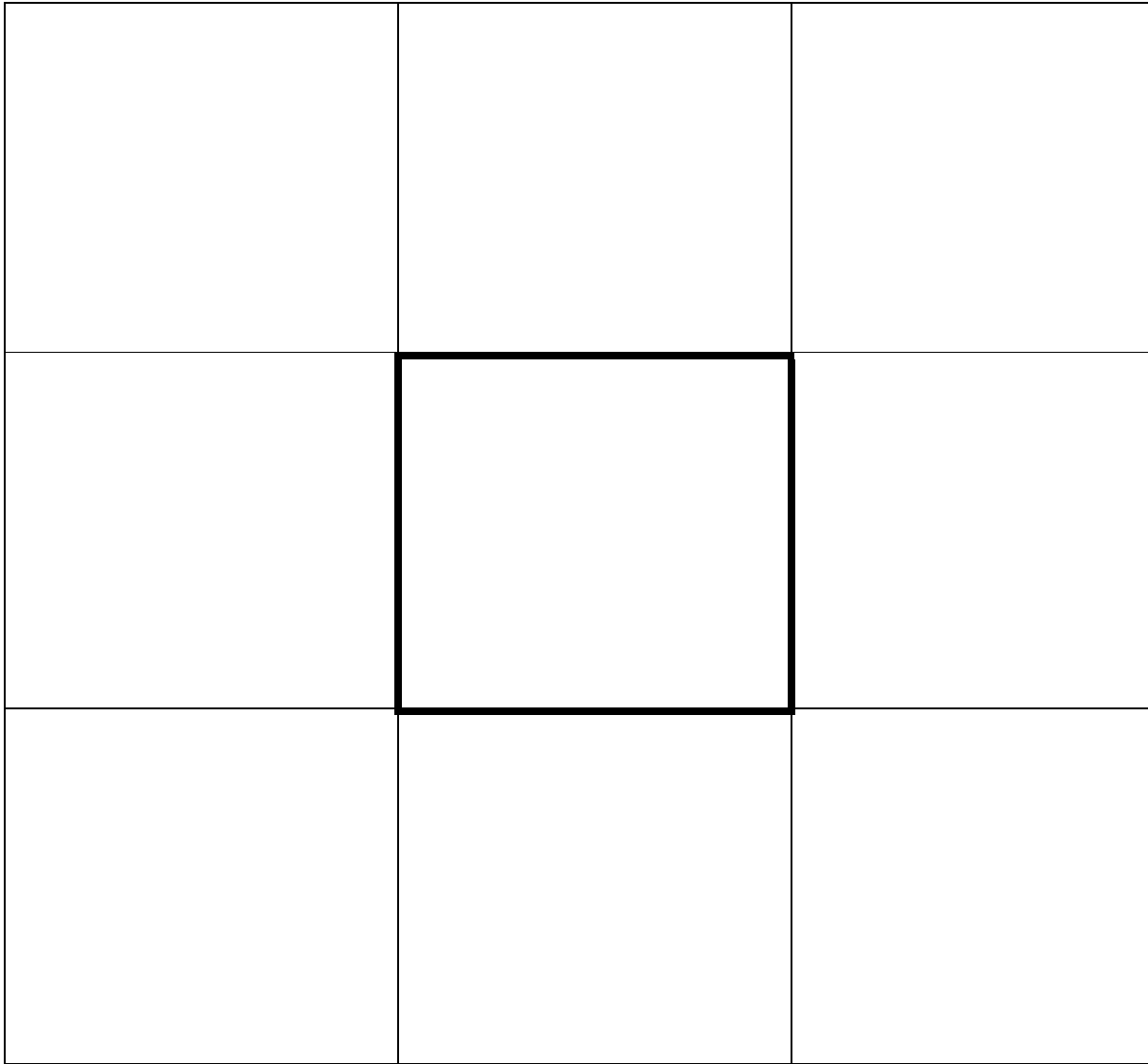
- What type of equipment will be used on the premises for your business (i.e. computers, tools, etc.)? _____

- Will there be signage related to the business? If so, what size and indicate the location of the potential signage on the site plan. _____

***Please note that this entire application package must be completed and submitted for a business.**

Surrounding Land Use Map

Please sketch a land use map representing the proposed development site and the land uses within $\frac{1}{2}$ mile of the proposed development site. This land use map should represent features such as dwellings, all other structures, confined feeding lots, old landfills, waste transfer stations, oil/gas facilities, roads, watercourses, and any other form of land use surrounding the proposed development site.



Each square represent a $\frac{1}{4}$ Section.
The central square represents the $\frac{1}{4}$ Section in which the development is proposed.