



Mountain View
C O U N T Y

DEVELOPMENT & LOCATION PERMIT APPLICATION

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada TOM 0W0
T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754
www.mountainviewcounty.com

INFORMATION AND CHECKLIST REQUIREMENTS

A Development/Location 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 and Location 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.
- 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.
- Business/Home 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 Part VI of Land Use Bylaw 55/95 will be applied.

STANDARD CONDITIONS

Mountain View County has established Standard Conditions that routinely apply to Development and Location 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. 55/95.
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. The Applicant is required to comply with Section 37, Proximity to Sour Gas Facilities, of the Land Use Bylaw No. 55/95.
5. Dust control on the adjacent County road shall be the sole responsibility of the property owner.
6. 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.
7. A copy of the Private Sewage Disposal System permit shall be submitted to Mountain View County immediately following the installation of the system.
8. 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.
9. 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.
10. The buildings will be flood proofed to the satisfaction of an Accredited Safety Codes Officer who must provide this documentation to Mountain View County.

Permits Associated with Building Construction

11. If the development authorized by a development permit is not commenced within 6 months from the date of its issue and the development completed within 18 months from the date of its issue, the permit shall be deemed to be null and void, unless an extension has been granted by the Development Officer.
12. Permittees are advised that they are subject to construction standards of the Safety Codes Act of Alberta. Prior to construction a Building Permit must be obtained. Permittees must have their construction plans examined by a Safety Codes officer accredited with Mountain View County. The required inspections will follow with commencement of construction. Building Permit applications are available at the County Office in Didsbury. The Mountain View County shall not be responsible or liable in any manner whatsoever for any structural failures, defects or deficiencies in any permitted developments whether or not the said development has complied with the Safety Codes Act of Alberta.



Mountain View
C O U N T Y

DEVELOPMENT & LOCATION PERMIT APPLICATION

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada TOM 0W0
T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754
www.mountainviewcounty.com

PLDP _____

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 _____

Business Home Occupation

Please complete the following section if you are applying for a Home Occupation Permit

Nature of the Business/Home Occupation

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:

Business/Home Occupation Details

- Will there be existing or new buildings used for the home occupation? Please indicate which building will be used for the home occupation 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 your 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. _____

Site Plan of Proposed Development

The Site Plan **must** include all of the following information in order for it to be considered complete;

- Property lines with dimensions and total area of property;
- Location of all existing, temporary and proposed structures (ie. dwellings, sheds, signs, etc.);
- Setback distances of all structures, new and existing: from the front, rear, and side yards of structures to the closest property line (front yard refers to that portion of the building facing the road);
- Label roadways and indicate existing and/or proposed access to the site;
- If applicable, location of oil & gas wells, pipelines & facilities;
- Indicate the location of water wells and septic tank/sewage disposal systems;
- If applicable, location of natural features (water courses, wooded areas, etc.) and man made features (drainage ditches, berms, etc.); and
- If applicable, location of all easements such as utility right of way, caveat, etc.

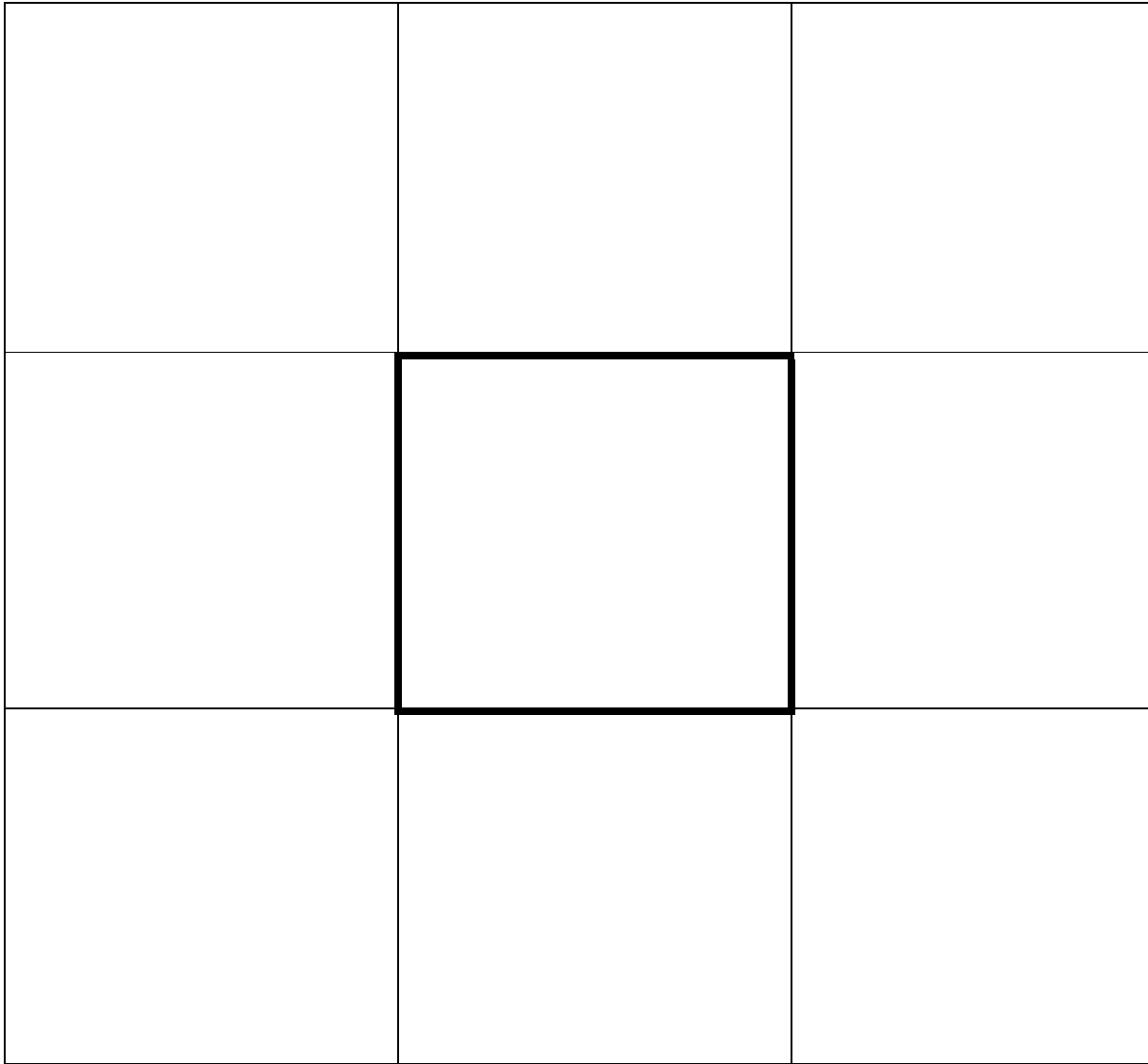
The below square may be used to represent a ¼ Section

	Indicate name of ROAD if applicable																				
North 																					 North
R O A D																					R O A D
	Indicate name of ROAD if applicable																				

Scale: 1 square = _____ feet or meters (please circle)

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.

Setback Distances

Agricultural Areas	Country Residential Areas
<ul style="list-style-type: none"> • 250 feet from center of road or center of undeveloped road allowances 	<ul style="list-style-type: none"> • 250 feet from center of road or center of undeveloped road allowances • 250 feet distances reduces to 100 feet from center of road in the case of multi lot subdivisions with internal road systems
<ul style="list-style-type: none"> • 50 feet from rear yard 	<ul style="list-style-type: none"> • 20 feet from rear yard
<ul style="list-style-type: none"> • 50 feet from side yard 	<ul style="list-style-type: none"> • 20 feet from side yard
<ul style="list-style-type: none"> • 328 feet from single family residence to nearest oil & gas facility. There may be greater setbacks from sour gas. 	<ul style="list-style-type: none"> • This will be variable
<ul style="list-style-type: none"> • Minimum dwelling size 800 sq. feet 	<ul style="list-style-type: none"> • Minimum dwelling size 1,000 sq. feet (generalized)
<ul style="list-style-type: none"> • Trees (shelter belts) 100 feet from center of road. Trees or structures shall not be placed on a corner lot in any Land Use District within a triangle created by a minimum measure of 250 feet each way from the center of the road where they intersect 	<ul style="list-style-type: none"> • Distance from a feedlot to Country Residential will vary according to the type and size of feedlot
<ul style="list-style-type: none"> • Dugouts minimum setback 250 feet from center of road 	<ul style="list-style-type: none"> • Distance from a landfill site is 300 or 450 meters (985 - 1477 feet)
<ul style="list-style-type: none"> • Bale stacks & temporary structures 100 feet from center of road 	<ul style="list-style-type: none"> • Corner lot setbacks also apply

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

Note: This sheet has been generalized from our Land Use By-law 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" - EXCERPT

PLANNING AND DEVELOPMENT SERVICES**Location Permits (Permitted Uses)**

◆ Farm Residences for Agricultural Parcels over 10.1 acres plus	\$125.00
◆ Country Residential, Agricultural Parcels 10 acres or less, Recreational Facilities (incl. cabins) and Director Control (incl. cabins)	\$300.00
○ Ancillary Buildings for Country Residential, Agricultural Parcels 10 acres or less, Recreational Facilities (for individual lots), Direct Control (for individual lots)	\$150.00
◆ Domestic Animals (additional dogs)	\$100.00
◆ Industrial, Agricultural Industrial, Commercial, Agricultural Commercial, Business Park, Airport District, Recreational Facilities (for common property) and Direct Control (for common property)	\$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 Development 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)	
○ Ancillary Buildings (Agriculture, Residential, Direct Control (for individual lots))	\$25.00
○ Agricultural, Residential, Recreational Facilities and Ancillary Buildings, Direct Control and Ancillary Buildings (for common property)	\$50.00
○ Agricultural Commercial, Commercial and Ancillary Buildings, Industrial, Agricultural Industrial and Ancillary Buildings, Business Park and Ancillary Buildings, Airport District and Ancillary Buildings	\$75.00

Development Permits (Discretionary Uses)

◆ Farm Residences and Farm Buildings for Agricultural Parcels over 10.1 acres	\$200.00
○ Others not deemed approved such as, but not limited to, riding arenas, tree farms, event permits, etc.	\$250.00
○ Ancillary Farm Buildings for Agricultural Parcels over 10.1 acres	\$150.00
◆ Home Occupations no Construction	\$200.00
◆ Country Residential, Agricultural Parcels 10 acres or less, Recreational Facilities (for individual lots), Home Occupations with Construction and Direct Control (for individual lots), and all Ancillary Buildings associated with these land use districts	\$350.00
◆ Domestic Animals (additional dogs)	\$100.00
◆ Industrial, Agricultural Industrial, Commercial, Agricultural Commercial, Business Park, Airport District, Recreational Facilities (for common property) and Direct Control (for common property)	\$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 Technician 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)	
○ Ancillary Buildings (Agricultural, Residential, Direct Control (for individual lots))	\$25.00
○ Agricultural, Residential, Recreational Facilities and Ancillary Buildings, Direct Control and Ancillary Buildings (for common property)	\$50.00
○ Agricultural Commercial, Commercial and Ancillary Buildings, Industrial, Agricultural Industrial, Business Park and Ancillary Buildings, Airport District and Ancillary Buildings	\$75.00

Penalty Fees

◆ Where development has proceeded without the necessary permits in place the following fees will be applied to the application in addition to the regular fees:			
	1 st Offence	2 nd Offence	3 rd Offence
Farm/Residential Development	\$1000.00	\$1500.00	\$2500.00
Commercial/Industrial Development	\$2000.00	\$3000.00	\$4000.00

Subdivision & Development Appeals

◆ Application Subdivision and Development Appeal	\$425.00
◆ Appeal of Penalty Fee to MPC where development has proceeded Without the necessary permits in place	\$125.00